

MEMBERS

Counties
Alamance
Caswell
Davidson
Davie
Forsyth
Montgomery
Randolph
Rockingham
Stokes
Surry
Yadkin

Municipalities

Archdale
Asheboro
Bermuda Run
Bethania
Biscoe
Boonville
Burlington
Clemmons
Colesbee
Danbury
Denton
Dobson
East Bend
Eden
Elon
Franklinville
Gibsonville
Graham
Green Level
Greensboro
Haw River
High Point
Jamestown
Jonesville
Kernersville
King
Lewisville
Lexington
Liberty
Madison
Mayodan
Mebane
Midway
Mocksville
Mount Airy
Mt. Gilead
Oak Ridge
Pilot Mountain
Pleasant Garden
Rainsor
Randleman
Reidsville
Rural Hall
Seagrave
Staley
Stokesdale
Stoneville
Summerfield
Thomasville
Tobaccoville
Trinity
Troy
Village of Alamance
Walkertown
Walnut Cove
Wentworth
Whitsett
Winston-Salem
Yadkinville
Yanceyville



PIEDMONT TRIAD REGIONAL COUNCIL

BOARD OF DELEGATES

A-G-E-N-D-A

PAUL J. CIENER BOTANICAL GARDENS
215 SOUTH MAIN STREET
KERNERSVILLE, NC

JULY 1, 2011

7:30 A.M. BREAKFAST

8:00 A.M. MEETING

Welcome

- Review of Minutes (attachment 1)
 - April 13, 2011 Merger Task Force/Interim Executive Committee
 - May 3, 2011 Interim Executive Committee
 - May 31, 2011 Interim Executive Committee
- Action Items
 - Appointment of Officers (attachment 2)
 - Appointment of Executive Director (attachment 3)
 - Proposed Bylaws (attachment 4)
 - Proposed Human Resources Plan (attachment 5)
 - Salary and Benefits Proposals (attachment 6)
 - Proposed Organizational Structure (attachment 7)
 - Proposed Depository (attachment 8)
 - Proposed Signatories (attachment 9)
 - Proposed Budget FY 2011-2012 (attachment 10)
 - RPO Disbursement & Accounting Document (attachment 11)
 - AAA Contracts (attachment 12)
- Old business
- New business
 - Next Meeting
- Remarks and announcements
- Adjournment

MINUTES
Merger Task Force
April 13, 2011

Present: Mayor Pro Tem Larry Beck, PTCOG Chairman
Councilman Dillard Burnette, City of King, NWPCOG Chairman
Mayor Ronnie Wall, City of Burlington
Chairman, Jackie Morris, Montgomery County
Vice Chairman Darrell Frye, Randolph County
Mayor Dwight Lake, Town of Mayodan
Councilwoman Mary Rakestraw, City of Greensboro
Mayor Pro Tem Latimer Alexander, City of High Point
Chairman Nate Hall, Caswell County
Councilwoman Molly Leight, City of Winston-Salem
Commissioner Paul Johnson, Surry County
Commissioner Ernest Lankford, Stokes County
Councilman Chris Jones, Town of Clemmons
Commissioner Lawrence Todd, Town of East Bend

Larry Beck welcomed members of the Merger Task Force.

A. Verify that merger is going forward

Mr. Matthew Dolge, Executive Director, Northwest Piedmont Council of Governments announced that by March 31, 2011 all counties, or municipalities representing more than 50% of a county's population, had adopted boundary change petitions and merger resolutions. This meets both the population and timing requirements set forth in the resolutions and as agreed to in consultation with representatives of the Governor's office and Department of Administration.

Mr. Dolge also presented a proposed letter addressed to Secretary Carey, Secretary, NC Department of Administration requesting that he designate the new 12-county region and redraw boundaries by July 1, 2011.

Motion was made by Ms. Rakestraw, seconded by Mr. Jones and carried unanimously to authorizing the two chairs to sign a letter to the NC Secretary of Administration to designate the new 12-county region and redraw boundaries by July 1, 2011 for the new Piedmont Triad Regional Council (PTRC).

Ms. Booker stated that she would go before the Guilford County Board of Commissioners on Thursday, April 14, 2011 to discuss their intention of joining the new Piedmont Triad Regional Council.

B. Agree on appointment of Acting Executive Director

After considerable discussion, it was agreed to contact those who were PTCOG staff finalists for PTCOG Executive Director position and determine if they want to be interviewed for Executive Director of the merged COG. Within 2 weeks, a four (4) member team will

interview any of these interested applicants and Matthew Dolge, Executive Director, Northwest Piedmont Council of Governments. Members of the Merged Task Force felt this will provide an opportunity for applicants to discuss their vision, management philosophy, the region, challenges, etc. Following these interviews, an acting Executive Director will be appointed who will also be the new Executive Director.

The interview team will consist of:

- Councilman Dillard Burnette, City of King, Chairman NWPCOG
- Councilman Chris Jones, Town of Clemmons
- Mayor Pro Tem Larry Beck, City of Lexington, PTCOG Chairman
- Vice Chairman Darrell Frye, Randolph County

C. Discussion and agree on process for appointment of PTRC Board and Executive Committee

Mr. Dolge stated that due to the urgency of business, an Interim Executive Committee needs to be established for the new Piedmont Triad Regional Council (RTRC).

After discussion, it was the consensus of the Merger Task Force that the Interim Executive Committee will meet, as needed, between now and June 30, 2011. As of July 1, 2011, they will become the Executive Committee for the new PTRC.

The agreed upon composition of the Interim Executive Committee is:

- One (1) delegate from each county (12 delegates)
This is automatically that county's PTRC delegate.
- One (1) delegate from each city over 50,000 population (4) delegates)
Automatic seats for the delegates from Greensboro, Winston-Salem, High Point, and Burlington.
- One (1) municipal delegates from each county (12 delegates)
Chosen annually by a caucus of municipalities in that county.

It was also agreed that each municipality in each county would caucus at its April Board of Delegates' meetings and select which town's delegate they want to be on the Interim Executive Committee. It was agreed that groups are free to select a new municipal delegates; however, the Transition Team expressed the hope that the existing municipal representative on the Executive Committee will continue through the end of the year for the sake of continuity.

D. Review and recommend proposed MOU for adoption by each COG Board

It was recommended that the Memorandum of Understanding be adopted by both COG boards. It would authorize:

- Both organizations to provide the necessary staff support to engage in the planning, administrative and financial functions to accomplish close-out tasks of both COGs;
- Establishment of an Interim Executive Committee of the Piedmont Triad Regional Council (PTRC) to function until July 1, 2011;
- Appointment of an Acting Executive Director and budget officer of the PTRC until July 1, 2011;
- Authorization of the Acting Executive Director to take administrative actions necessary and delegate responsibilities to staffs of the two COGs to accomplish merger activities including but not limited to designating an official depository, a business address, communicating with grantors and vendors, and applying for new tax and DUNS identification numbers.
- Appointment of Robin Shelton as Acting Finance Director
- Setting Friday, July 1 as the date for a special called meeting of the PTRC Board to adopt an interim budget and Charter; and setting July 12 or 13 for a special called meeting to adopt the FY 2011-2012 budget.

Motion was made by Mr. Frye, seconded by Ms. Rakestraw, and carried unanimously to request each Council of Governments to enter into the Memorandum of Understanding regarding merger-related tasks.

E. Review work plan and key targets for finance, human resources, technology

Matthew Dolge presented the attached work plan to the Merger Task Force Team for their information stating that these are the issues that are currently be worked on and should be formally Instituted as quickly as practicable. It was agreed to meet on Tuesday, May 3, 2011 at 9:00 am to hear a report from Randy Billings on position, classification pay plan and organization.

F. Set future meeting dates to include...

The Merger Task Force set the following meeting dates:

Two (2) special called meetings of the Piedmont Triad Regional Council:

- Friday, July 1, 2011 to present an interim budget for PTRC and to adopt the Charter
- Tuesday or Wednesday July 12 or 13 (TBA) to adopt the FY 2011-2012 budget

G. Other Business

Mr. Burnette thanked both staffs and the Merger Task Force for their hard work during this merger process.

H. Adjourn

There being no other business, the meeting was adjourned.

Chairman
Piedmont Triad Council of Governments

Chairman
Northwest Piedmont Council of Governments

April 13, 2011

The Honorable Moses Carey, Jr., Secretary
North Carolina Department of Administration
Office of the Secretary
1301 Mail Service Center
Raleigh, NC 27699-1301

Dear Secretary Carey:

Over the last 12 months, the member governments of the Piedmont Triad Council of Governments and the Northwest Piedmont Council of Governments have been discussing a merger to begin operation as a single 12-county regional council. After extensive discussions with members of your staff, a process was devised by which our member governments could approve the dissolution of our current structures and the creation of a new region pursuant to the authorities granted by NCGS 160A, Article 20, Part 2.

Our two regions have undertaken the steps necessary for dissolution of their current organizations effective June 30, 2011 and have met the requirements to form the new 12-county Piedmont Triad Regional Council encompassing the counties of Alamance, Caswell, Davidson, Davie, Forsyth, Guilford, Montgomery, Randolph, Rockingham, Stokes, Surry, and Yadkin. This approval of the new regional structure has taken place pursuant to the adoption of a resolution by each Board of County Commissioners or the governing bodies of municipalities whose combined populations represent at least 50% of the population of each county as prescribed by our discussions with the Department of Administration legal staff. These resolutions are attached for your consideration.

We now, therefore, petition you, in your position as Secretary of the North Carolina Department of Administration, to redraw the regional boundaries as authorized in NCGS 143-341(6)(i) and certify the 12-county Piedmont Triad Regional Council to be formed immediately, and to begin operation on July 1, 2011. Thank you for the assistance of your staff in undertaking this transformational effort.

Sincerely,

Larry Beck, Chairman
Piedmont Triad Council
of Governments

Dillard Burnette, Chairman
Northwest Piedmont Council
of Governments

Enclosures

Finance Issues Related to Merger of PTCOG and NWPCOG

Verify Leadership Structure

The leadership structure must be formally instituted as quickly as practicable. This includes seating of the new board, appointment of an executive committee, and appointment of officers. Each of these will be necessary to move the budget process forward. It is also imperative that a staff leadership team be in place to move the budget and financial process forward. The positions of Executive Director, Budget Officer, and Finance Officer should be appointed with the authority to direct the staff of the two entities during the merger process.

Budget Process

The finance staff will work to consolidate information from each region's current budget and develop a proposed budget for FY 2011 – 2012. This process will require the approval of a pay and classification system, organizational structure, and fringe benefit plan. If the organization cannot take formal action until July 1, 2011, we will plan to fully vet the budget by the end of June and approve it contingent on formal approval as statutorily required in July. This includes the adoption of an interim budget on July 1, 2011, a public hearing no sooner than 10 days to follow, and adoption of a formal budget after the public hearing.

Operational Issues

Several operational issues will need to be resolved in short order. Staff will resolve issues of Federal, State, and programmatic identification numbers and will register the initial business address. ADP serves both payroll systems and will work with staff to merge the two. Banking services will need to be acquired and all ancillary banking issues resolved. Retirement system issues will also be addressed. Temporary staff may be needed to consolidate accounts and vendor lists into the new system by July 1.

Programmatic Issues

All programs have begun the process of notifying grantees and vendors of the potential change. These changes will need to be formalized for each program. Staff will need to codify new agreements for programs like the RPO's and Workforce Development Boards. These must be expedited because they involve adoption by local elected boards.

Human Resources Issues Related to Merger of PTCOG and NWPCOG

The board will need to approve new human resource policies and procedures to provide a framework for future operations of the Piedmont Triad Regional Council. Several aspects of this framework are listed below.

Pay and Classification Plan

Randy Billings has been engaged to produce a new pay and classification plan for the Piedmont Triad Regional Council. This plan will include a proposed organizational chart, position descriptions and classifications, and pay ranges for each position. Preliminary work on this plan will be presented to the board in late April. It is imperative that this be evaluated and approved as quickly as possible since salaries are the primary driver in the budget process.

Fringe Benefit Plan

Randy Billings will also prepare a draft fringe benefit plan based on the current offerings of the two organizations. The costs for this plan will be largely tied to the costs of the proposed services from outside contractors.

Policies and Procedures

The current staff will produce a draft policy and procedure manual for human resources. This draft will incorporate current policies and reconcile differences between the regions' current practices in the areas of benefit accrual, operating schedules, holiday schedules, and any other technical issues. This new document will need to be formally adopted by the new board.

Information Technology Issues Related to Merger of PTCOG and NWPCOG

There are several areas of technology that will have to be addressed as we merge the two organizations: network connectivity, email, phones, GIS and website.

Network Connectivity

While both organizations will retain their high speed Internet connections at their respective offices, we will need to install a point-to-point connection between the two offices to be able to pass internal network, email and phone traffic. This line will cost approximately \$250/month and can be canceled once the two offices are physically merged.

We will need to purchase some networking equipment (approximately \$3,000) to link the two offices but we have sufficient servers and printers to meet our immediate needs.

Email

The PTCOG currently uses Microsoft Exchange 2003 for email, and the NWPCOG is currently installing Exchange 2010. All email from the PTCOG server will be migrated to the NWPCOG server. Existing NWPCOG and PTCOG email addresses will still work. We'll have to purchase additional email licenses for the PTCOG staff (~\$1,000).

Phones

The merged organization will use the NWPCOG's Voice Over IP phone system (VOIP) since it is new, and easily expandable, while the PTCOG's system is over 20 years old and at capacity. The phones in the Greensboro office will connect to the phone system in Winston-Salem over the point-to-point circuit. We will have to purchase approximately 30 phones, at a cost of approximately \$10,000, and the phone system vendor will have to reprogram the system (est \$2,500). All published phone numbers for the PTCOG and NWPCOG will continue to work.

GIS

We will likely run separate mapping systems, with shared data, due to difficulties in running a unified system on the relatively slow connection between the two offices. The underlying database structure of the two systems differ considerably and it will require a lot work to combine the two. The most efficient way to deal with the database design is to hire a GIS vendor to do the design work. (price unknown at Merger Task Force Minutes April 13, 2011

this point.) There will be savings of several thousand dollars once we consolidate and rationalize the software maintenance contracts between the two organizations.

Website

We will design and create a basic webpage for the merged organization that will be hosted at the NWPCOG. Once the organizations are merged we will hire a web developer and begin the process of designing a new website.

PIEDMONT TRIAD REGIONAL COUNCIL
Interim Executive Committee
&
Joint Merger Task Force Committee Meeting
May 3, 2011

Delegates Present

Latimer Alexander, City of High Point Councilman
Kevin Austin, Yadkin County Commissioner
Larry Beck, City of Lexington Town Councilman
Mayor James Blake, Town of Biscoe
Dillard Burnette, King City Councilman
Carolyn Coleman, Guilford County Commissioner (via telephone)
Sharon Conaway, Walnut Cove Town Commissioner
Alvin Foster, Yanceyville Town Councilman
Darrell Frye, Randolph County Commissioner
Nate Hall, Caswell County Commissioner
Paul Johnson, Surry County Commissioner
Chris Jones, Clemmons Village Councilman
Mayor Bert Stone, City of Archdale
Ernest Lankford, Stokes County Commissioner
Bonnie Lasky, Boonville Town Commissioner
Molly Leight, Winston-Salem City Councilwoman
Will Marklin, Mocksville Town Commissioner
Walter Marshall, Forsyth County Commissioner
Linda Massey, Alamance County Commissioner
Jackie Morris, Montgomery County Commissioner
Patty Phillipps, City of Mebane Councilman
Mayor Dan Pugh, Town of Lewisville
Mayor Keith Volz, Town of Jamestown
Ken White, Davie County Commissioner
Steve Yokeley, Mount Airy City Council

Others In Attendance

Matthew Dolge, NWPCOG Executive Director
Ginger Booker, PTCOG Interim Executive Director
Lynette Hicks, NWPCOG Office Manager
Randy Billings, Consultant

**PIEDMONT TRIAD REGIONAL COUNCIL
Interim Executive Committee &
Merger Task Force Committee Meeting
May 3, 2011**

Welcome, Invocation, Roll Call

Co-Chairs Larry Beck & Dillard Burnette welcomed everyone to the meeting. Everyone was asked to give a brief introduction of themselves. Mr. Beck informed the Committees that Ms. Carolyn Coleman, Guilford County Commissioner, was joining the group by telephone.

Appointment of Interim Executive Director

Mr. Darrell Frye reported that the Search Committee for the Interim Executive Director of Piedmont Triad Regional Council (PTRC) had met to interview candidates for the position. He stated that there were three applicants for the position from Region G; however, they declined the position when approached. He also stated that Mr. Matthew Dolge, current Executive Director for Northwest Piedmont Council of Governments (NWPCOG) was also an applicant. Mr. Frye stated that it was the recommendation of the Committee that to keep the history of the COG in place for Mr. Dolge to be appointed Interim Executive Director of PTRC. Mr. Frye motioned for Mr. Dolge's appointment to the Interim Executive Director position of PTRC. Mr. Chris Jones seconded the motion. All members in attendance were in favor of the motion.

Mr. Dolge stated that he appreciated the Interview Committee having faith in him. He said that things had been moving at a rapid pace over the last two months, with things progressing related to the merger involving finance, human resources, and technology. He stated that now that he had been appointed Interim Executive Director he would immediately begin establishing office hours in both locations so that staff would have access to him and they would be able to get to know each other. He assured the Committees that he would keep them updated every step of the way.

Presentation of Pay & Classification Study

Mr. Randy Billings, Consultant and former PTCOG Director, presented the results of the pay and classification study that he had completed for the PTRC. He stated that the organization is anticipated to have 87 employees. He said each of those employees was assigned a title and salary grade and placed in a proposed organizational structure. He said the comparison pay areas for the study were from Charlotte, Raleigh/Durham, Asheville, and Hickory. He further

**PIEDMONT TRIAD REGIONAL COUNCIL
Interim Executive Committee &
Merger Task Force Committee Meeting
May 3, 2011**

indicated that adoption of the plan would result in many employees receiving salary increases. Mr. Billings' recommendation was that individuals who were to receive a salary increase based on the results of the study should be moved to the minimum of the grade if they meet the minimum requirements of the position; however, this should be done over a period of time—possibly two years in some cases based on the amount of the increase. He said another alternative would be to lower the ranges; however, he cautioned against doing such because this would defeat the purpose of the study and no longer make the salaries competitive.

In regards to organizational structure, Mr. Billings recommended the following department heads and suggested they report to Mr. Dolge:

Kim Berry, Area Agency on Aging Director
Paul Kron, Planning Director
Althea Hairston, Workforce Development Director
Matt Reece, Administration and Member Services Director
Robin Howell, Criminal Justice Program Director
Robin Shelton, Finance Director
Rebecca Kassner, Housing Program Director

The following vacation accrual rate was presented for consideration:

Years of Service	Days of Vacation Earned Per Year
Less than 2	12
2 to 4	13
5 to 9	16
10 to 14	19
15 to 19	22
20+	25

**PIEDMONT TRIAD REGIONAL COUNCIL
Interim Executive Committee &
Merger Task Force Committee Meeting
May 3, 2011**

The following holiday schedule was recommended:

- New Year's Day
- Martin Luther King, Jr.'s Birthday
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Veterans' Day
- Thanksgiving Day/Thanksgiving Friday
- Christmas (2-3 days depending upon what day Christmas falls on)

It was recommended that sick leave accrual remain the same at one day per month.

401(k) compensation was recommended to be 2.5% of salary. This is the current rate of NWPCOG employees. PTCOG employees receive 2.0%

When evaluating the longevity plans of the two organizations, Mr. Billings recommended the following:

Years of Service	% of Salary
0 to 4	0%
5 to 9	2.00%
10 to 14	2.75%
15 to 19	3.50%
20+	4.50%

Mr. Billings' final comment was that he felt retiree health insurance should be offered as an option. He stated that most local governments offer some type of free retiree health insurance or at least access to purchase; however, neither organization currently offered that benefit and it was a major gap in a competitive benefits package.

**PIEDMONT TRIAD REGIONAL COUNCIL
Interim Executive Committee &
Merger Task Force Committee Meeting
May 3, 2011**

Discussion

At the conclusion of Mr. Billings' presentation, a discussion ensued. It was stated that the Piedmont Triad Regional Council will be the largest in land area and the second or third largest in population.

The question was asked how many individuals would be below their pay grade based on the pay and classification study. Mr. Billings stated 31 individuals would be affected at a cost of \$120,000. This issue was discussed and it was the consensus of the committee that raising the individuals to their pay grades be phased in over two years given that the prospective budget could accommodate such. Mr. Ernest Lankford raised the concern of giving individuals raises, when he was unable to give raises within his county. Mr. Dolge stated that he respected that fact; however, he asked Mr. Lankford to understand the fact that these are not across-the-board increases, that only approximately 30 individuals will receive increases to bring them to their appropriate pay grade. Mr. Kevin Austin suggested that another solution might be that the individuals receive a 5% increase yearly until they reach the minimum of their grade.

Next Meeting

Mr. Dolge asked for suggestions for the next meeting date of the Executive Committee. It was determined that the Committee would meet on Tuesday, May 31 at 6:00 p.m. with a location to be determined.

Adjournment

With no other topics to be discussed, the group adjourned.

Respectfully submitted,

Secretary

Chairman

PIEDMONT TRIAD REGIONAL COUNCIL
Interim Executive Committee Meeting
May 31, 2011

Delegates Present

Latimer Alexander, City of High Point Councilman
Larry Beck, City of Lexington Town Councilman
Dillard Burnette, King City Councilman
Alvin Foster, Yanceyville Town Councilman
Darrell Frye, Randolph County Commissioner
Paul Johnson, Surry County Commissioner
James Kallam, Rockingham County Commissioner
Ernest Lankford, Stokes County Commissioner
Mayor Dwight Lake, Town of Mayodan
Bonnie Laskey, Boonville Town Commissioner
Molly Leight, Winston-Salem City Councilwoman
Walter Marshall, Forsyth County Commissioner
Jackie Morris, Montgomery County Commissioner
Mayor Dan Pugh, Town of Lewisville
Don Truell, Davidson County Commissioner
Mayor Ronnie Wall, City of Burlington
Steve Yokeley, Mount Airy City Council

Delegates Absent

Kevin Austin, Yadkin County Commissioner
Mayor James Blake, Town of Biscoe
Nate Hall, Caswell County Commissioner
Will Marklin, Mocksville Town Commissioner
Linda Massey, Alamance County Commissioner
Patty Philipps, City of Mebane Councilman
Mary Rakestraw, Greensboro City Councilwoman
Mayor Bert Stone, City of Archdale
Mayor Keith Volz, Town of Jamestown
Ken White, Davie County Commissioner

Others In Attendance

Carolyn Coleman, Gullford County Commissioner (via telephone)

PIEDMONT TRIAD REGIONAL COUNCIL
Interim Executive Committee Meeting
May 31, 2011

Welcome, Invocation, Roll Call

Mr. Dillard Burnette called the meeting to order. Mr. Steve Yokeley gave the invocation and led the group in the Pledge of Allegiance. Ms. Lynette Hicks advised that a quorum was present.

Approval of Minutes

Mr. Burnette stated that the minutes would be held for approval until the next meeting of the Executive Committee due to corrections that needed to be made.

Action Items

A. Proposed Bylaws

Mr. Matthew Dolge, Interim Executive Director, presented the proposed Bylaws of the Piedmont Triad Regional Council (PTRC). He stated the Bylaws were being presented to the Executive Committee for their approval and recommendation to the Board of Delegates, who must give the final vote of approval at the July 1, 2011 meeting. He said the Bylaws were a compilation of the current Bylaws of the Northwest Piedmont Council of Governments (NWPCOG) and the Piedmont Triad Council of Governments (PTCOG). He directed the Committee's attention to Article 1. Council Meetings, Section 2. Special Meeting. There was a discussion on how a special meeting could be called. It was the consensus of the Committee that the request must be in writing setting for the purpose and time of the meeting and must consist of 25% of the full Board.

Article II. Officers, Section 2. Annual Election of Officers was discussed to determine who would present the slate of officers to the full Board for nomination at the annual meeting. It was the consensus of the Board that the Nominating Committee would consist of the three officers – the Chair, Vice-Chair, and Treasurer.

In discussing officers, Mr. Dolge stated that officers for the Board of Delegates beginning July 1, 2011, needed to be recommended from the Executive Committee. Mr. Darrell Frye made a motion that the current Co-Chairs, Mr. Larry Beck and Mr. Dillard Burnette,

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continue to serve in that capacity until the annual meeting. Mr. Walter Marshall seconded the motion. The motion carried.

Mr. Darrell Frye asked if a Treasurer needed to be recommended to the Board of Delegates. Mr. Dolge said it was his recommendation that one of the Co-Chairs serve in that capacity. Discussion between the Co-Chairs and Committee ensued, and it was decided that Mr. Burnette would serve as the Treasurer.

Mr. Dolge directed the Committee's attention to Article II. Officers, Section 3. Terms. He suggested that the terms "in the same office" be added to the current language" to read - "An officer may not serve more than two consecutive one-year terms in the same office." It was the consensus of the Committee to add this language.

Mr. Dolge recommended adding language to the Bylaws to vote by email and telephone. A discussion was held on the topic. He informed the Committee that the issue would be researched and a final copy of verbiage would be brought before the Committee at the next meeting.

B. Proposed Depository

Ms. Robin Shelton, Finance Director, presented information on the proposed depository for the PTRC. She stated it was the recommendation of the financial staff that Southern Community Bank be used as the depository of the new organization. She stated they have courier services that are able to service both office locations and have provided excellent customer service to the NWPCOG offices. She stated that if it was the desire of the Board that an RFP for Services could be sought in December; however, this timeframe would allow the new organization to stay with a familiar entity during the closeout of the current year and the beginning of a new year. Ms. Bonnie Laskey made a motion to approve the depository of PTRC as Southern Community Bank. Mr. Paul Johnson seconded the motion. The motion carried. This information will now be presented to the Board of Delegates at the July 1, 2011, meeting for approval.

Mr. Latimer Alexander questioned what service was used to pay employees. Mr. Dolge stated that ADP payroll services was utilized. He stated that direct deposit was used in

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most cases. There was a discussion about the availability of Southern Community Bank to employees.

C. Human Resources Plan

Mr. Matt Reece, Administration and Member Services Director, presented the Human Resources Plan. He stated that the plan would consist of three components – 1) policy statements, 2) employee handbook, and 3) procedures manual. He said this would be a new concept, however, other local governments in the area including Forsyth County and High Point had gone to this plan due to the flexibility it allowed. He said the policy statements, which is what was being put before the Committee, included the responsibilities of the Board of Delegates, the Executive Director, and core organizational principles such as merit and equal opportunity. He further stated the policy delegates the authority to compile and maintain the employee handbook and the procedures manual to the Executive Director. He explained that the handbook will explain to employees the expectations and conditions of work and the policy manual will provide technical guidance to human resources and payroll staff on implementing these functions.

Mr. Dolge stated that in the past, both NWPCOG and PTCOG have had all encompassing policies; however, it is now being proposed that the Board approve the overriding principles and pay and classification, and pass on the day-to-day policies to the Executive Director, whereas in the past each policy had to receive Board approval. Ms. Bonnie Laskey made a motion to approve the Human Resources Plan as presented. Mr. Steve Yokeley seconded the motion. The motion carried. This information will now be presented to the Board of Delegates at the July 1, 2011 meeting for approval.

D. Salary and Benefits Proposal

Mr. Dolge presented the Committee with the recommendations for salary and benefits at the May 3, 2011, presented by Mr. Randy Billings. He reviewed the recommendations for holidays, vacation and sick leave accrual, deferred compensation contribution, longevity compensation, and life insurance. Health Insurance was discussed in detail as it related to retiree coverage. Mr. Dolge stated that it was his recommendation to offer

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Interim Executive Committee Meeting
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some type of coverage to retirees as a benefit; however, he did not recommend paying for the coverage at this time. He said he would ask the Board to consider paying a supplement to retirees but placing them into a separate pool as to not affect the rates of current employees. There was a discussion on the issue of how many years of service an individual should have before they are considered a "retiree" of PTRC. There was also discussion of possibly supplementing retiree healthcare at different rates depending on years of service. Mr. Dolge stated that no commitment would be made until final cost figures were received from the health insurance provider.

In regards to a salary and merit proposal, Mr. Dolge stated his recommendation was not to include a cost-of-living increase in the budget; include the recommended pay plan increases, capping some increases; and include a merit increase not to exceed 3%. In relation to the merit increase, he commented that a merit increase is not an addition to base pay, it is a one-time payment. In relation to the pay plan increases, Mr. Darrell Frye questioned if the increases would be fully implemented over two years. A discussion was held on how to get the affected individuals to the appropriate salary level. Mr. Alexander stated, in some cases that individuals may be better off to terminate their employment and then be rehired at the higher salary. Mr. Frye stated that the current budget had to be taken into consideration. Mr. Ernest Lankford made a motion to implement the increases to staff affected by the pay and classification plan with the following guidelines: staff proposed to receive under \$500 will receive the full amount; and staff more than \$500 may receive up to \$2,000 yearly over three years. Mr. Frye seconded the motion. The motion carried. This information will now be presented to the Board of Delegates at the July 1, 2011 meeting for approval.

E. Organizational Structure

Mr. Dolge presented the Committee with his proposed organizational structure for the PTRC. He said there had been one change in the structure from that had been previously discussed. He stated that an Assistant Director position is not being included at this time. He said he felt it best that the PTRC begin operations and see what direction that position needed to take before filling it. He did state that the position would only be

**PIEDMONT TRIAD REGIONAL COUNCIL
Interim Executive Committee Meeting
May 31, 2011**

offered internally and would be offered to those already in a director's position, assuring the Committee that it would not create a separate position or vacancy.

F. Revenue Projections

Ms. Shelton presented the Committee with revenue projections for the new organization stating the numbers were indeed projections, with very few revenue amounts being firm numbers to date. She stated the projected budget was currently \$26.3 million, being comprised of the following: AAA – 48%; WIA – 24%; Section 8/Housing – 16%; Planning – 6.8%; Criminal Justice – 3%; and Other – 1.7%.

Ms. Shelton stated that the fringe benefit rate for PTRC is projected to be 30.5%. (The NWPCOG current rate is 30%, and the PTCOG current rate is 31%.) She said the Indirect Rate for PTRC is proposed to be 40%. (The NWPCOG current rate is 37%, and the PTCOG current rate is 55%.) Ms. Shelton informed the Committee that two large things were being removed from what PTCOG had previously charged to indirect costs – rent and property, liability, and workers comp insurance. In regards to rent, she stated that common areas, reception, and space for the Executive Director, etc. are the only areas that would be charged to indirect. All other areas would be direct charged to program areas.

Old Business

A. State Certification

Mr. Dolge stated that the State has communicated that they will have the PTRC's certification by June 15, 2011. He said the letter designation is expected to be either "G" or "S."

B. Guilford County Membership Discussion

In relation to the Guilford County membership discussion, Mr. Frye asked if Ms. Carolyn Coleman, Guilford County Commissioner, was a member of the Executive Committee. Mr. Dolge stated that May 3, 2011, meeting was the last meeting of where Ms. Coleman

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was considered a member, whereas the meeting was a Joint meeting of the Merger Task Force and Executive Committees, with Ms. Coleman was a member of the Merger Task Force.

Mr. Larry Beck stated that Ms. Coleman had asked for a letter to be composed and sent to Mr. Skip Alston, Chair of the Guilford County Commissioners in relation to the Guilford County's issues surrounding the merger of NWPCOG and PTCOG. He said as of the current meeting, Ms. Ginger Booker, PTCOG Interim Director, had not received any comments to the letter. He informed the group that Ms. Coleman had asked to be contacted during this portion of the meeting to discuss Guilford County's membership. Mr. Dolge phoned Ms. Coleman. Mr. Beck asked Ms. Coleman if Guilford County planned to drop out of the PTRC. Ms. Coleman responded by saying that the County had not taken up the issue. Mr. Beck asked Ms. Coleman when the County planned to take the issue up. She said that they would take the issue up on Thursday. Mr. Frye said that two issues have been brought to the attention of the Executive Committee of the PTRC – weighted voting and the dues structure. He continued by saying that there has been no support for weighted voting from any of the other 72 members and that this had not been an issue in the past, having never been used in Region I. In relation to the dues structure, Mr. Frye stated that it is a requirement that the PTRC have a budget in place on the first day of operations which is July 1, 2011. He stated that earlier in the meeting the revenues were reviewed and that there may be a possibility may be for a committee to be formed as one of the first actions of the Board to review the dues structure.

Ms. Coleman stated that Guilford County currently had contracts in place with PTCOG to provide services to senior citizens and transportation. A brief discussion took place between the Committee and Ms. Coleman. Mr. Frye informed Ms. Coleman that there was not enough time to review the dues structure prior to July 1, 2011, when the budget would have to be in place.

Mr. Burnette asked Ms. Coleman to have the Guilford County Commissioners formulate their questions and forward them to the Executive Committee for their discussion and response. Ms. Coleman asked Mr. Beck as to what letter he had referred to earlier. He referenced the May 17, 2011, letter to Mr. Alston. Mr. Burnette pointed out to Ms.

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Coleman that she was copied on the letter. With no further discussion with Ms. Coleman, the telephone call with Ms. Coleman ended.

Mr. Dolge discussed the conversation with Ms. Coleman with the Committee and advised them of how the subsidy related to transportation to which she referred worked. In relation to the dues structure, he commented that a Committee can be formed after the beginning of the fiscal year, but he wanted the Committee to understand that, regardless, \$500,000 in dues was needed to supplement grants that are brought in through the organization.

A discussion was held about Guilford County's membership. Mr. Dolge stated that he felt the organization would be stronger with Guilford County as a member, however, he stated that they also must realize there are parameters they must fall within.

Remarks and Announcements

Mr. Dolge stated the next meeting of the Executive Committee would be held at 6:00 p.m. on June 15, 2011, at the Paul J. Ciener Botanical Gardens.

Adjournment

With no further information to discuss the Board meeting was adjourned until the June 15, 2011, meeting.

Respectively submitted,

Secretary

Chairman

M-E-M-O-R-A-N-D-U-M

TO: PTRC Board of Delegates

FROM: Matthew Dolge

RE: Appointment of Officers

DATE: July 1, 2011

ITEM #: 2

Mr. Dillard Burnette, NWPCOG Chair, and Mr. Larry Beck, PTCOG, have been serving in the capacity of Co-Chairs of the Piedmont Triad Regional Council. It was the consensus of the Executive Committee that these individuals continue to serve in this capacity until the annual meeting of the PTRC Board of Delegates (December 2011). An affirmative vote by the PTRC Board of Delegates is recommended.

M-E-M-O-R-A-N-D-U-M

TO: PTRC Board of Delegates

FROM: Larry Beck & Dillard Burnette

RE: Appointment of Executive Director

DATE: July 1, 2011

ITEM #: 3

Matthew Dolge was appointed as Interim Executive Director of the Piedmont Triad Regional Council at the May 3, 2011, Executive Committee of the PTRC by a unanimous vote. Effective July 1, 2011, a permanent director must be appointed. The Executive Committee recommends an affirmative vote by the PTRC Board of Delegates to appoint Mr. Dolge to the position of Executive Director of Piedmont Triad Regional Council.

M-E-M-O-R-A-N-D-U-M

TO: PTRC Board of Delegates

FROM: Matthew Dolge

RE: Proposed Bylaws

DATE: July 1, 2011

ITEM #: 4

The proposed bylaws are being presented for your consideration. Areas of note include the following:

1. The nomination of officers is a three step process. The officers will recommend a slate of officers to the Executive Committee. The Executive committee will vote on the slate and recommend approval by the full Board of Delegates.
2. It will require 25% of the membership of the full Board of Delegates to request a special meeting of the council.
3. A section has been added to provide for voting by telephone or email.

The Executive Committee unanimously approved the bylaws as presented and recommends an affirmative vote by the PTRC Board of Delegates.

**Bylaws
of the
Piedmont Triad Regional Council**
Adopted July 1, 2011

Preamble

The Piedmont Triad Regional Council has been established and shall be governed by provisions of Part 2 Regional Councils of Governments, Article 20, Chapter 160A of the General Statutes of North Carolina and by the provisions of the Charter establishing the Council.

Article I. Council Meetings

Section 1. Frequency of Meetings

Regular meetings of the Piedmont Triad Regional Council (hereinafter referred to as the "Council") shall be held semi-monthly on a schedule and at a location approved by the Council. Ordinarily, meetings shall be held in the months of February, April, June, August, October, and December. The Executive Committee may call for a change in the date of any regular meeting provided notice of the change is given to each Delegate as provided below.

Section 2. Special Meetings

Special meetings of the Council may be called by the Chair, by the Executive committee, or by the Chair upon the written request of 25% of the Delegates. Notice of any special meeting shall be given to each Delegate at least five (5) days before the date of the meeting. The notice shall set forth the purpose, time, place and matters to be considered at the special meeting. Any Delegate may waive notice as to himself.

Section 3. Notice of Meetings

Notices of any regularly scheduled meeting, or substituted regular meeting, shall be given to each Delegate at least five (5) days before the meeting date setting forth the time and place of such meeting. Such notice shall also contain an agenda of matters to be considered at such meeting, but nothing herein shall be construed to limit or restrict the consideration of any matter which might properly come before the Council meeting irrespective of whether such matter appeared on the agenda.

Section 4. Rules of Order and Presiding

All meetings of the Council shall be conducted in accordance with the provisions of Roberts Rules of Order except as otherwise provided in the Charter or these Bylaws. The Chair of the Council or in his/her absence the Vice-Chair shall preside at all Council meetings.

Section 5. Public Meeting

All regular and special meetings of the Council shall be subject to the provisions of Article 33C, Chapter 143, Meetings of Public Bodies, of the North Carolina General Statutes.

Section 6. Email and Telephone Voting

Email or telephone voting may be used by the Board of Delegates when an important issue must be discussed and decided upon prior to the next scheduled meeting of the Board. This form of voting may only be called by the Chair. A clear description of the item at hand and sufficient reason that it cannot be handled at a regular Board of Delegates meeting shall be provided by the Executive Director. Email or telephone voting will not be used to revise the bylaws, to change membership dues, or to revise the annual budget. Email or telephone voting is only suitable for straightforward motions. The vote shall be decided by a simple majority of those responding to the email or telephone vote within the time period set.

Article II. Officers

Section 1. Officer Positions

The officers of the Piedmont Triad Regional Council shall consist of a Chair, Vice-Chair, and Treasurer all of whom are to be selected from among the Council members.

Section 2. Annual Election of Officers

The current officers will present a proposed slate of officers to the Executive committee for their approval. The Executive Committee will present their nominations annually at the regular December meeting, which shall be considered the annual meeting of the Council.

Section 3. Terms

The officers shall serve for one year or until their successors have been duly elected. If the Chair is a Delegate of a county government, the Vice-Chair must be a Delegate of a municipal government and vice versa. The Chair and Vice-Chair must come from different counties. An officer may not serve more than two consecutive one-year terms in the same office. Eligibility to hold a Council office shall be a minimum of one year as a Council Delegate.

Section 4. Duties of Officers

- A. The Chair shall preside at all meetings of the Council and shall conduct meetings in an orderly and impartial manner so as to permit a free and full discussion by the Delegates of such matters as may be brought to the Council. The Chair shall have the same voting rights as other Delegates. The Chair may appoint such advisory committees as he/she finds to be necessary or desirable.

- B. The Vice-Chair shall perform all the duties of the Chair in the absence of the Chair, or in the event of the Inability of the Chair to act, and shall perform such other duties as the Council may delegate.
- C. The Treasurer shall review the financial transactions of the Council, including the audit, prior to the audit's presentation to Delegates, and shall perform such other duties as may be prescribed by the Council or by the Chair.

Article III. Committees

Section 1. Executive Committee; Advisory Committees Authorized

The adoption of these Bylaws hereby authorizes creation of an Executive Committee which shall be delegated certain responsibilities on behalf of the Council. In addition, a number of advisory committees or task forces may be established by the Council to assist the staff in its programmatic activities and the Council itself in policy deliberations.

Section 2. Composition of Executive Committee

The Executive Committee shall be comprised of the following:

- the Delegate from each board of county commissioners of a member county;
- the Delegate from each city council of a member municipality over fifty-thousand (50,000) in population;
- one Delegate from a member municipality within each county, the municipality to be determined annually by a caucus of municipalities in the county; and
- the Chair, Vice-Chair, and Treasurer who shall be chosen from among the above-listed Delegates

Section 3. Role of Executive Committee

The Executive Committee shall review actions, proposals, contracts and make recommendations to the full Board. In months when the full Board does not meet, the Executive Committee is authorized to approve action items including contracts, with the exception of the annual budget, on behalf of the Council. The Executive Committee also serves as the Budget Committee and as such, shall review the budget before it is presented to the Delegates.

Section 4. Distribution of Executive Committee Minutes

Minutes of all Executive Committee meeting shall be sent to the full Board following each meeting.

Section 5. Frequency of Executive Committee Meetings

Ordinarily, the Executive Committee will meet monthly, with the exception of July, or as often as there is business to be considered.

Section 6. Executive Committee Quorum and Voting

Quorum and voting procedures applicable to the Council set forth in the Charter shall also apply to the Executive Committee of the Council.

Section 7. Role of Advisory Committees and Task Forces

The Chair may appoint advisory committees or task forces with representative membership from among Delegates. They shall serve at the will of the Chair and the Council. The advisory committees or task forces may work with the staff on studies or work elements in the Council's program of work; they may research and recommend revisions or new directions for the Council itself; or perform other authorized tasks.

Article IV. Finance

Section 1. Budget Provided In Advance of Consideration

The budget and budget message for each fiscal year, and the estimated member assessment for such year, shall be mailed to each Delegate at least ten (10) days before the meeting at which the proposed budget is to be considered by the Council.

Section 2. Depositories

The Council shall authorize one or more corporate banking institutions in the State of North Carolina to be the depository of the funds of the Council. All checks, drafts, and other orders for the payment of money, drawn in the name of the Council against Council funds in such depository or depositories shall be honored and charged to Council funds when same shall bear the signatures of authorized signatories.

Section 3. Budget Officer

The Executive Director shall serve as the Budget Officer of the Council and shall perform such duties in this capacity as may be prescribed by the Budget and Fiscal Control Act, or by the Council, not inconsistent therewith.

Article V. Annual Report

The Council shall prepare and submit an annual written report of its activities including a financial statement, to the participating local governmental unit.

Article VI. Compensation

No Delegate shall receive regular compensation for his time or services. For travel or any authorized business of the Council, other than to attend Council meetings, Delegates shall be reimbursed for their actual expenses.

Article VII. Amendments of Bylaws

These Bylaws, as well as all amendments or additions thereto, may be altered or repealed and new Bylaws may be adopted with a thirty-day (30) notification to the Council and by the affirmative vote of two-thirds (2/3) of the Council after the thirty-day (30) notification, provided, that the notice of the Council meeting at which said proposed amendment shall be considered, shall contain the proposed amendment and shall state that such amendment is to be considered at that meeting.

Approved by the Piedmont Triad Regional Council Board of Delegates, this the 1st day of July, 2011.

ATTEST: Hilda Sims, Executive Assistant
Piedmont Triad Regional Council

Larry Beck, Co-Chair
Piedmont Triad Regional Council

ATTEST: Lynette Hicks, Executive Assistant
Piedmont Triad Regional Council

Dillard Burnette, Co-Chair
Piedmont Triad Regional Council

M-E-M-O-R-A-N-D-U-M

TO: PTRC Board of Delegates

FROM: Matt Reece – Administration and Member Services

RE: Proposed Human Resources Plan

DATE: July 1, 2011

ITEM #: 5

Presented for your consideration are the formation documents of the human resources plan. The proposed human resources plan will exist in three parts (1) human resources policy statements, (2) an employee handbook, and (3) a procedures manual. The human resources policy statements set the responsibilities of the board of delegates, executive director, and core organizational principles such as merit and equal opportunity. The policy delegates the authority to compile and maintain the employee handbook and the procedures manual to the executive director. The employee handbook will explain in simple, straightforward language the expectations and conditions of work. The procedures manual will provide technical guidance to human resources and payroll staff on consistently implementing these functions. The employee handbook and procedures manual are currently in draft and will be ready for implementation by the executive director on July 1.

The Executive Committee unanimously approved the Human Resources Plan as presented and recommends an affirmative vote by the PTRC Board of Delegates.

Human Resources Policy Statements
of the Piedmont Triad Regional Council

Adopted _____, 2011

The Board of Delegates of the Piedmont Triad Regional Council adopts the following human resources policy statements:

Authority to establish human resources policy

Role and responsibility of the board of delegates

Merit principle and equal opportunity commitment

At will employment principle

Role and responsibility of executive director and effect of human resources procedures and regulations on legal entitlements.

Limitation on political activities generally

Structure of compensation and benefits

Administration and maintenance of the compensation plan and reallocation of positions

Discipline and dismissal

Commitment to providing a safe workplace

Zero tolerance to harassment

PTRC is a drug free workplace

Authority to establish human resources policy

As provided in the General Statutes 160A-475 and 153A-395, the board of delegates is authorized to employ personnel and otherwise exercise any other powers that are exercised by its member governments. These powers include the authority to establish human resources policy.

Role and responsibility of the board of delegates

The board of delegates will;

- determine the guiding principles of the human resources system,
- determine the organizational structure and classification and pay system,
- determine the paid leave and all other benefits to be made available to employees, and
- appoint an executive director to administer and establish all other necessary human resources procedures and regulations.

Merit principle and equal opportunity commitment

It is the policy of the PTRC that all employment actions shall be made solely on the basis of merit. This policy directs the establishment of a fair and uniform system of personnel administration for all covered employees. The PTRC is committed to a policy of equal employment opportunity in all aspects of employment, including, but not limited to recruitment, hiring, compensation and benefits, training, promotion, demotion, transfer, layoff and termination, and all other terms and conditions of employment.

The PTRC shall embrace the following merit system principles in administering its human resources program:

- A. The PTRC provides applicants and employees with fair treatment in all aspects of personnel administration without regard for sex, race, national origin, ethnicity, color, religion, creed, age, marital status, genetic information, veterans' status, disability, political affiliation, or for any other reason prohibited by law. Individuals shall likewise be treated with proper regard for their privacy and constitutional rights as citizens.
- B. Employees shall be recruited, selected, trained, and advanced on the basis of their experience, qualifications, ability, knowledge, skill, and performance.
- C. Employees shall be guided in ways to correct inadequate performance and separated when inadequate performance cannot be corrected.
- D. Employees shall be protected against coercion for partisan political purposes.
- E. Employees shall receive equitable and adequate pay and benefits, and eligible employees shall receive pay increases based upon merit and/or individual job performance, subject to the availability of funds.

At will employment principle

The establishment of human resources policies, handbooks, procedures, employment letters, and other supporting documents of employment does not constitute a contractual relationship with employees. The PTRC has the right to change or suspend any provisions of this policy including benefits, with or without notice to employees, based on budgetary and/or other reasons in the discretion of the Board of Delegates. The provision of any benefits herein are not guaranteed, nor is there any vesting in any benefits as such benefits are subject to the approval of the Board of Delegates and budgetary constraints. No person has the authority to grant any employee any contractual rights of employment. All employees of the PTRC are considered "at will" employees, which means that employees are free to leave the PTRC's service at any time and that employees may be terminated at any time. Employees who have completed probation are subject to the progressive steps of discipline regarding correcting job performance but may be dismissed without notice or right of appeal for failure of personal conduct including actions that undermine the public's confidence in the operations and mission of the PTRC.

Role and responsibility of executive director and effect of human resources procedures and/or regulations on legal entitlements.

The executive director shall have the authority and duty to establish procedures and/or regulations for the effective administration of the human resources system. The executive director may establish such procedures and/or regulations either upon the recommendation of the human resources department or unilaterally, but at all times subject to the terms of this policy and in accordance with future policy directives of the board of delegates, and provided, further, that the executive director must consult with the board of delegates before adopting procedures and/or regulations which could have a significant financial and/or budgetary impact. For purposes of this section, the executive director's authority to establish procedures and/or regulations shall specifically include, without limitation, the authority to establish a working conditions, terms, and the workweek for employees, and to determine employee compensation within the classification and pay system approved by the board of delegates. The executive director will recommend to the board of directors changes to the organizational structure and classification and pay system, and changes to leave and all other benefits.

The executive director shall serve as the Human Resources Officer or shall appoint a designee to serve in regards to the administration of these polices and the established procedures and regulations.

Once adopted by the executive director, all human resources procedures and/or regulations shall be on file and available for inspection in the human resources department. No property rights with regard to employment, benefits, discipline or termination are conferred by, or should be inferred from, human resources procedures and/or regulations, employee handbooks or other statements of administrative procedure unless such rights are specifically and explicitly included in this policy or approved by the board of delegates.

The executive director shall appoint subordinate officers, agents and employees for the general administration of the regional council's affairs, into the positions and compensation that have been established by the board of delegates through the approved budget and the classification and pay system.

Limitation on political activities generally

No employee of the PTRC shall:

- (1) Engage in any political activity while on duty or within any period of time during which he is expected to render services for which he receives compensation from the PTRC;
- (2) Be required, as a duty of his office or employment, or as a condition for employment, promotion or tenure of office, to contribute funds for political or partisan purposes;
- (3) Solicit, or act as custodian of, funds for political or partisan purposes while on duty as an employee of the PTRC;
- (4) Coerce or compel contributions for political or partisan purposes by any other employee of the governmental unit; or
- (5) Use any supplies or equipment of the governmental unit for political purposes.

The PTRC requires all of its employees to comply with all aspects of this policy. All employees, regardless of position or title, will be subject to discipline, up to and including discharge, should the PTRC determine that an employee is engaged in a violation of the limitation on political activities or has otherwise failed to comply fully with this policy.

Structure of compensation and benefits

The board of delegates will approve a position classification and pay plan establishing the approved classifications of work and pay ranges assigned. The classification and pay plan adopted shall include all full-time and part-time classes of positions. The executive director shall allocate each position covered by the classification plan to its appropriate class. The position classification and pay plan presented to the interim executive committee on May 31, 2011, is hereby adopted until subsequently amended.

The Board of Delegates will approve a schedule of holiday leave. The holiday leave schedule presented to the interim executive committee on May 31, 2011, is hereby adopted until subsequently amended.

The Board of Delegates will approve a schedule of vacation leave. The annual leave schedule presented to the interim executive committee on May 31, 2011, is hereby adopted until subsequently amended.

The Board of Delegates will approve a schedule of sick leave. The sick leave schedule presented to the interim executive committee on May 31, 2011, is hereby adopted until subsequently amended.

The Board of Delegates will approve a schedule of benefits. The schedule of benefits presented to the interim executive committee on May 31, 2011, is hereby adopted until subsequently amended.

Administration and maintenance of the compensation plan and reallocation of positions

The executive director shall be responsible for the administration and maintenance of the position classification and pay plan adopted by board of delegates. Department heads shall be responsible for bringing to the attention of the executive director any material change in the nature of duties, responsibilities, working conditions and other factors affecting the classification of any position. Following the receipt of such information concerning any position, the executive director, or his designee, shall then study the position and determine if the classification of the position should be changed. Authority to reallocate positions to classes on the basis of kind and level of duties and responsibilities is vested in the board of delegates, based on a recommendation from the executive director.

The executive director shall be responsible for studying and making recommendations for the allocation of new positions to the existing classes or to new classes of positions. The executive director shall report his recommendations concerning the allocation of new positions to the board of delegates for its approval.

Each year, prior to the adoption of the annual budget, the executive director shall, if possible, secure information concerning the general level of salaries and wages paid in prevailing labor markets for each classification. Based on his findings and the general financial condition of the regional council, the executive director shall recommend increases, reductions or amendments of the pay plan to the board of delegates for its consideration. The annual budget adopted by the board of delegates, and any amendments thereto, together with the authorized appropriation, shall constitute the approval of amendments to the pay plan by the board of delegates.

The executive director may set the pay for employees within the established range for each classification based on experience, training, and qualifications. When the executive director deems it appropriate, applicants or employees, who do not meet all of the established requirements of the position, may be appointed by the executive director at a "training" salary below the minimum of the pay range. Employees in a "trainee" status shall continue to receive a reduced salary until the department head and the human resources department determine that the trainee is qualified to assume the full responsibilities of the position.

Salary increases for in-service employees may be granted in recognition of merit and/or individual job performance. The executive director shall, each year, include funds in the budget for providing salary increase increments for merit and/or individual job performance.

Discipline and dismissal

The executive director may demote, dismiss and suspend any officer, agent or employee that the executive director may appoint. The executive director may delegate to the department heads the authority to demote, dismiss and suspend the employees within their department. If delegated such authority by the executive director, the department heads shall not demote, dismiss or suspend an employee without having first fully consulted with the human resources department. Appeals of such human resources actions shall be heard in accordance with any applicable human resources procedures. An employee's appeal rights end with the executive director's final determination.

Commitment to providing a safe workplace

The PTRC is committed to providing a safe workplace. The purpose of the Workplace Violence Policy is to minimize the risk of personal injury to employees and non-employees on the PTRC's premises, and the risk of damage to the PTRC's property.

Threats, threatening language, or any other acts of aggression or violence made toward or by any employee will not be tolerated. For purposes of this policy, a threat includes any verbal or physical harassment or abuse, attempts at intimidating or instilling fear in others, menacing gestures, flashing of weapons, stalking, or any other hostile, aggressive, injurious and/or destructive actions undertaken for the purpose of domination or intimidation.

All potentially dangerous situations, including threats by co-workers, should be reported immediately to the Supervisor or Department Head, or to any other member of management. Reports of threats may be made anonymously. All reports will be promptly investigated. No employee will be subject to retaliation, intimidation or discipline because of reporting a threat in good faith under this policy.

If an investigation confirms that a threat of a violent act or violence itself has occurred, the PTRC will take swift appropriate corrective action with regard to the offending employee.

The PTRC will not tolerate any form of violence in the workplace or other work-related settings, regardless of whether the conduct is initiated or committed by PTRC employees or others. The workplace violence policy covers all forms of violent or potentially violent conduct.

The PTRC requires all of its employees to comply with all aspects of this policy. All employees, regardless of position or title, will be subject to discipline, up to and including discharge, should the PTRC determine that an employee is engaged in contributing to violence in the workplace or has otherwise failed to comply fully with this policy.

Zero tolerance to harassment

The PTRC will not tolerate harassment in any form.

The PTRC also prohibits any harassment based on sex, race, national origin, ethnicity, color, religion, creed, age, marital status, veterans' status, disability, genetic information or political affiliation, or any other characteristic protected by federal, state, or local law. For example, the PTRC will not tolerate epithets, slurs, jokes, negative stereotyping, threats or intimidation or any similar verbal or physical conduct that denigrates or shows hostility or aversion towards an individual because of any of the legally protected attributes mentioned above. Harassing conduct also includes display or circulation in the workplace of written or graphic material that denigrates or shows hostility or aversion toward an individual or group (including through electronic communication).

The PTRC will not tolerate sexual harassment.

Sexual harassment, male or female, is also prohibited. Sexual harassment includes any unwelcome or unwanted conduct of a sexual nature (verbal or physical) when:

1. Submission to such conduct is a term or condition of a person's employment;
2. Submission to or rejection of this conduct by an individual is used as a factor in decisions affecting hiring, evaluation, promotion or other aspects of employment; or
3. This conduct substantially interferes with an individual's employment or creates an intimidating, hostile or offensive work environment.

While it is not easy to define precisely what types of conduct could constitute sexual harassment, examples of prohibited behavior may include, but are not limited to:

- Unwanted sexual advances, sexual flirtations, touching advances, or propositions;
- Demands for sexual favors in exchange for favorable treatment or continued employment;
- Verbal conduct such as epithets, derogatory or obscene comments, slurs or sexual invitations, sexual jokes, propositions, suggestive, insulting or obscene gestures, or other verbal abuse of a sexual nature;
- Negative stereotyping based upon one's gender;
- Graphic or verbal commentary or abuse about an individual's body, dress, sexual prowess, sexual deficiencies or of any sexual nature or the use of sexually degrading words to describe an individual;
- Unwanted or suggestive touching, impeding or blocking movements, leering, whistling, pinching or insulting;
- Visual conduct such as the display or circulation in the workplace of sexually suggestive posters, photographs, cartoons, drawings, gesture, pictures, regardless of the format, including but not limited to e-mail and internet communications; or
- Sexually degrading words to describe an individual.

These types of behavior are unacceptable at the PTRC's workplace, in other work settings – such as business trips, and at business-related social events. All PTRC employees, and particularly supervisors, have a responsibility for keeping the work environment free of harassment.

No supervisor is to threaten or insinuate, either explicitly or implicitly, that an employee's refusal to submit to sexual advances will adversely affect the employee's employment evaluation, wages, advancement, assigned duties, shifts, or any other condition of employment or career development. In addition, no supervisor is to favor an applicant or employee because that person has performed or shown a willingness to perform sexual favors for the supervisor.

PTRC encourages the reporting violations of this policy

The PTRC must be made aware of discrimination or harassment before it can act to prevent or stop it. The PTRC cannot take corrective action unless it has knowledge that a problem exists. Any incident or situation that an employee believes involves a violation of this policy by any employee or individual under the PTRC's control, should be brought to the attention of their supervisor, and superior supervisor, or the Human Resources Officer as soon as possible. Failure to report claims of discrimination or harassment hampers the PTRC's ability to take the necessary steps to remedy such situations. Any supervisor who becomes aware of any possible violation of this policy must immediately advise the Human Resources Officer, regardless of whether the complaining employee wants the supervisor to do so.

If an employee makes the PTRC aware of a possible violation of this policy, the PTRC is obligated by law to investigate and, if appropriate, take prompt remedial action. For this reason, if a complaint regarding a violation of this policy is brought to the PTRC's attention, the PTRC will promptly and thoroughly investigate the facts and circumstances of any claim of discrimination or harassment and will do its best to maintain the confidentiality of the complaint and complaining employee to the extent practical and appropriate under the circumstances.

Employees at any level who are found after appropriate investigation to have violated this policy will be subject to disciplinary action up to and including termination. Any supervisor who knows about a violation of this policy and takes no action to stop it may be disciplined as well. Remedial action may include, but is not limited to, termination, suspension, or transfer of the offending employee. Remedial action may also include counseling, changes in work assignments, or other measures designed to prevent future misconduct. The appropriate action in each case will vary, and such decision will be made by the PTRC.

While this Policy sets forth the PTRC's standards for promoting a workplace that is free from discrimination and harassment, this Policy does not limit the PTRC's authority or ability to discipline or take any other remedial action for workplace conduct that the PTRC believes to be inappropriate, regardless of whether that conduct meets the legal definition of discrimination or harassment.

The PTRC will not retaliate against employees for reporting violations of this policy.

No individual will be subject to, and it is the PTRC's policy to strictly prohibit, any form of discipline or retaliation for reporting, in good faith, any violation of this policy, pursuing any claim of discrimination or harassment, or otherwise participating or cooperating in any investigation of a complaint of discrimination or harassment. Retaliation is a serious violation of this policy, and any retaliation also should be reported immediately. Any person found to have retaliated against another individual for reporting discrimination or harassment will be subject to disciplinary action, up to and including termination. Any individual who intentionally makes a false claim for discrimination or harassment is subject to discipline, up to and including termination.

The PTRC requires all of its employees to comply with all aspects of this policy. All employees, regardless of position or title, will be subject to discipline, up to and including discharge, should the PTRC determine that an employee is engaged in harassment or has otherwise failed to comply fully with this policy.

PTRC is a drug free workplace

It is the policy of the PTRC that its workplace shall be drug-free in compliance with the Drug-free Workplace Act of 1988 (PL 100-690, Title V, Subtitle D.) The Executive Director may establish policies and procedures related to employee substance abuse in order to insure the safety and well being of citizens and employees, and to comply with any state, federal, or other laws and regulations.

M-E-M-O-R-A-N-D-U-M

TO: PTRC Board of Delegates

FROM: Matthew Dolge

RE: Proposed Organizational Structure

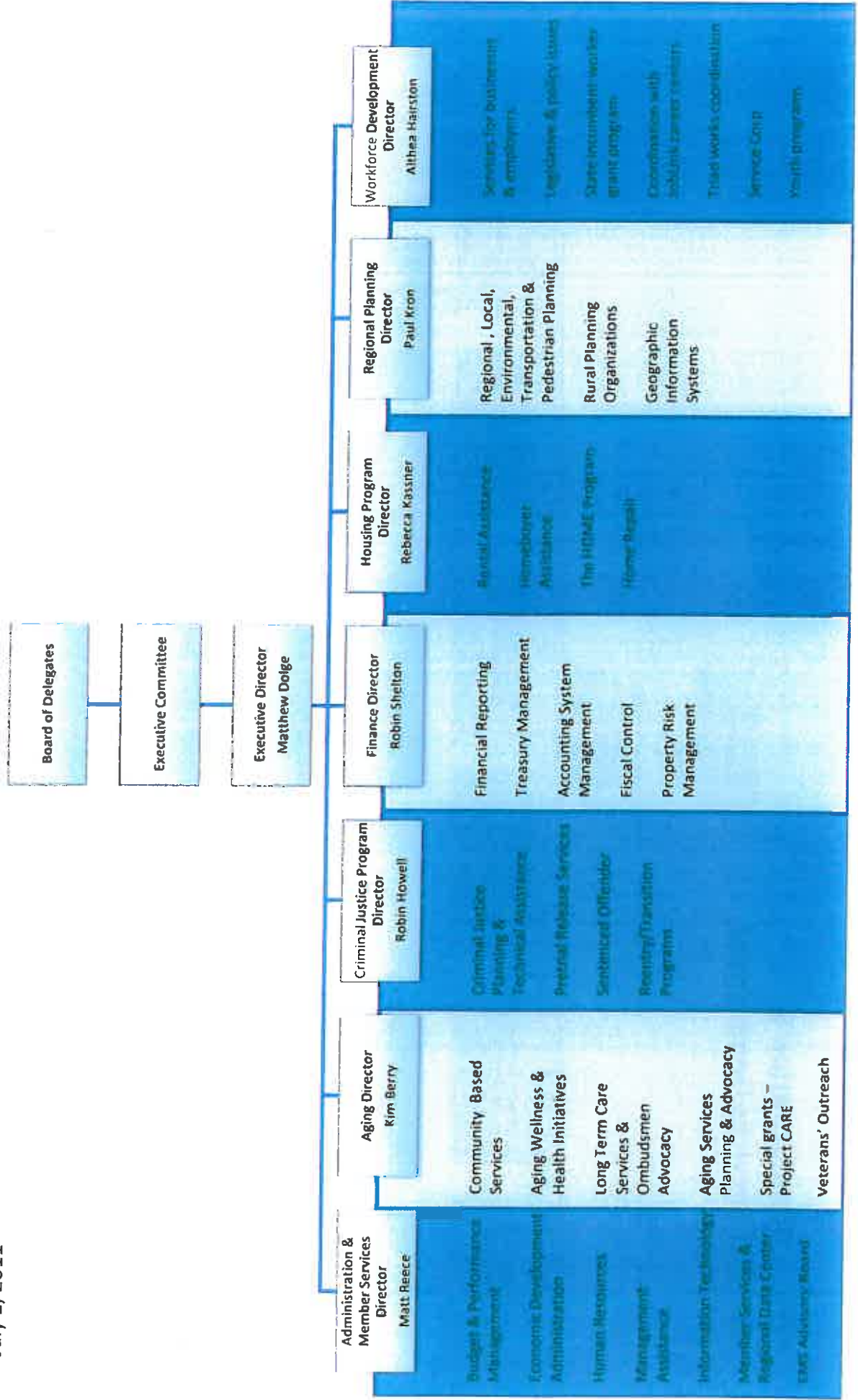
DATE: July 1, 2011

ITEM #: 6

Matt Reece prepared the attached organizational chart for your consideration. It shows the relationship of the Board of Delegates and Executive Committee to the staff and lists the major program areas of the PTRC with the initial director for each. The Executive Committee unanimously approved the organizational structure as presented and recommends an affirmative vote by the PTRC Board of Delegates.

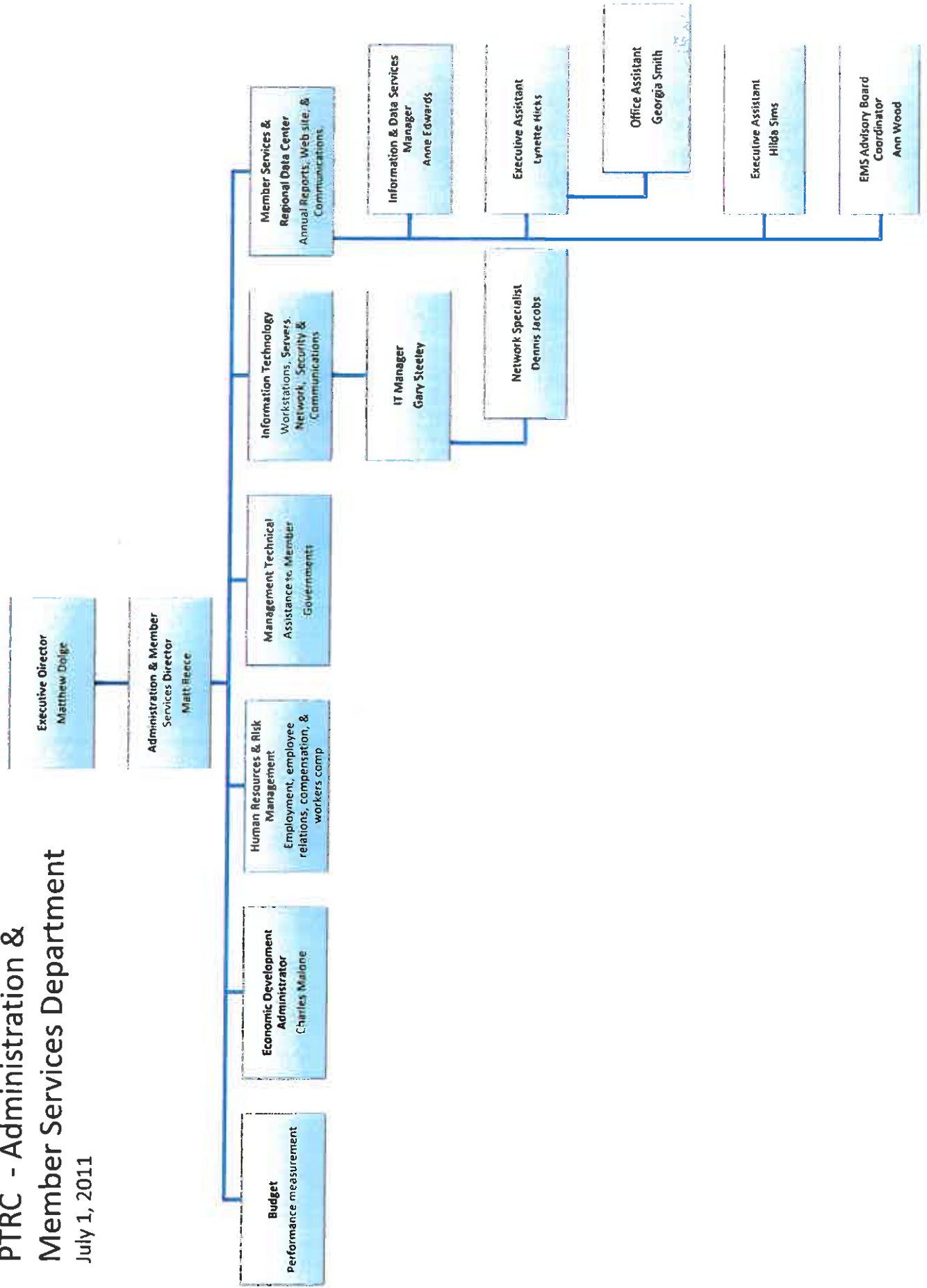
Piedmont Triad Regional Council Departmental Organization & Functional Responsibilities

July 1, 2011



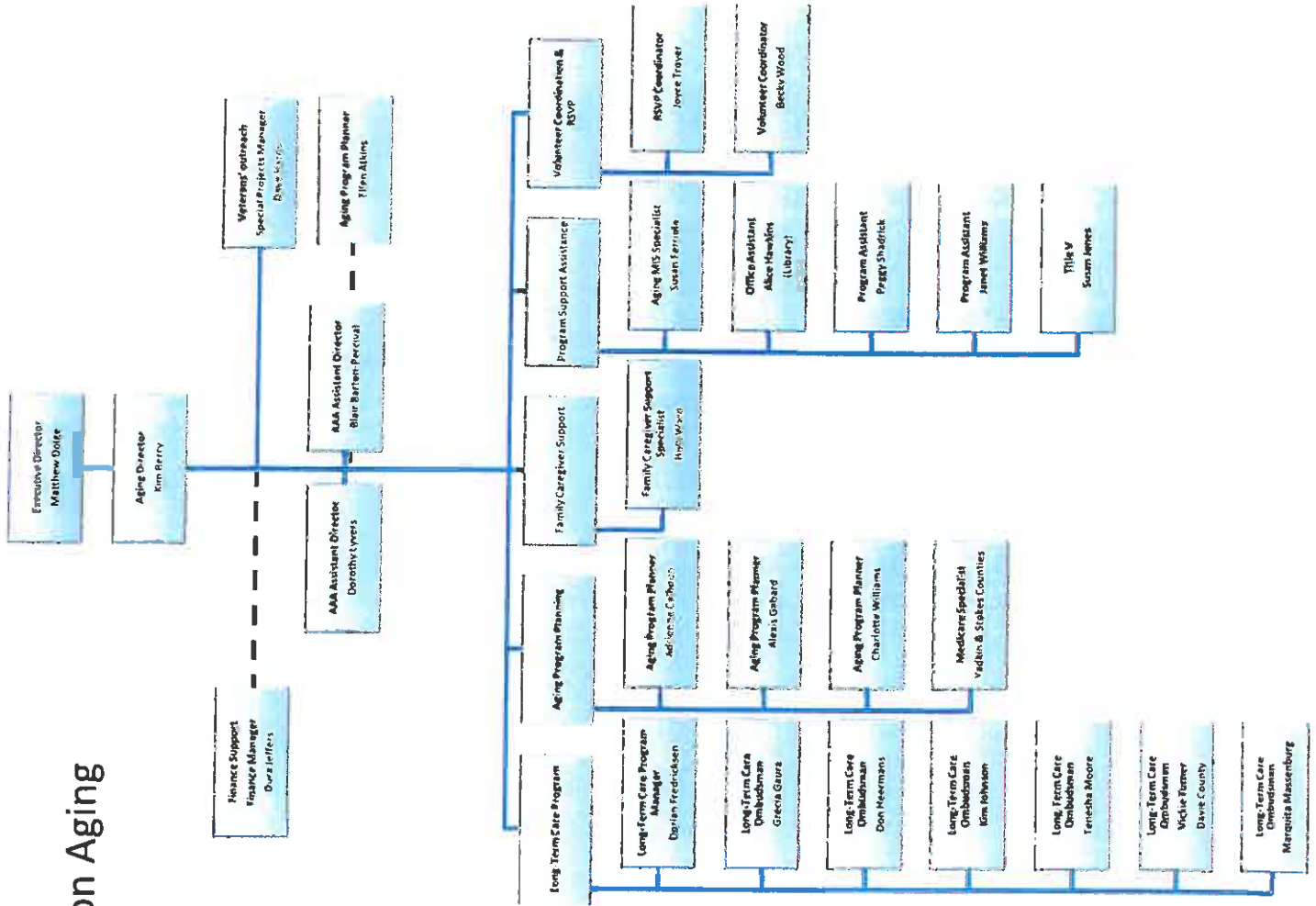
PTRC - Administration & Member Services Department

July 1, 2011

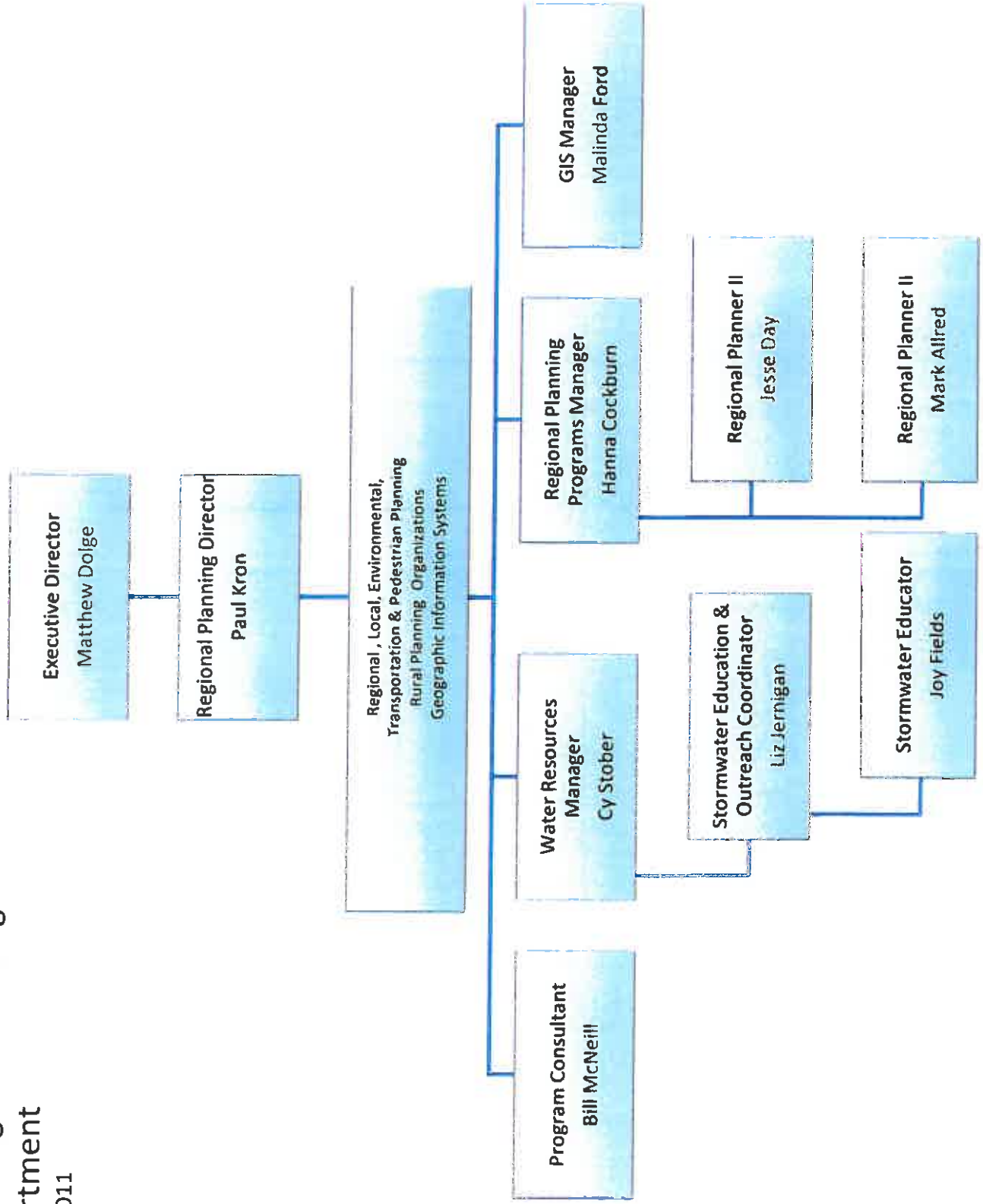


PTRC - Area Agency on Aging

July 1, 2011

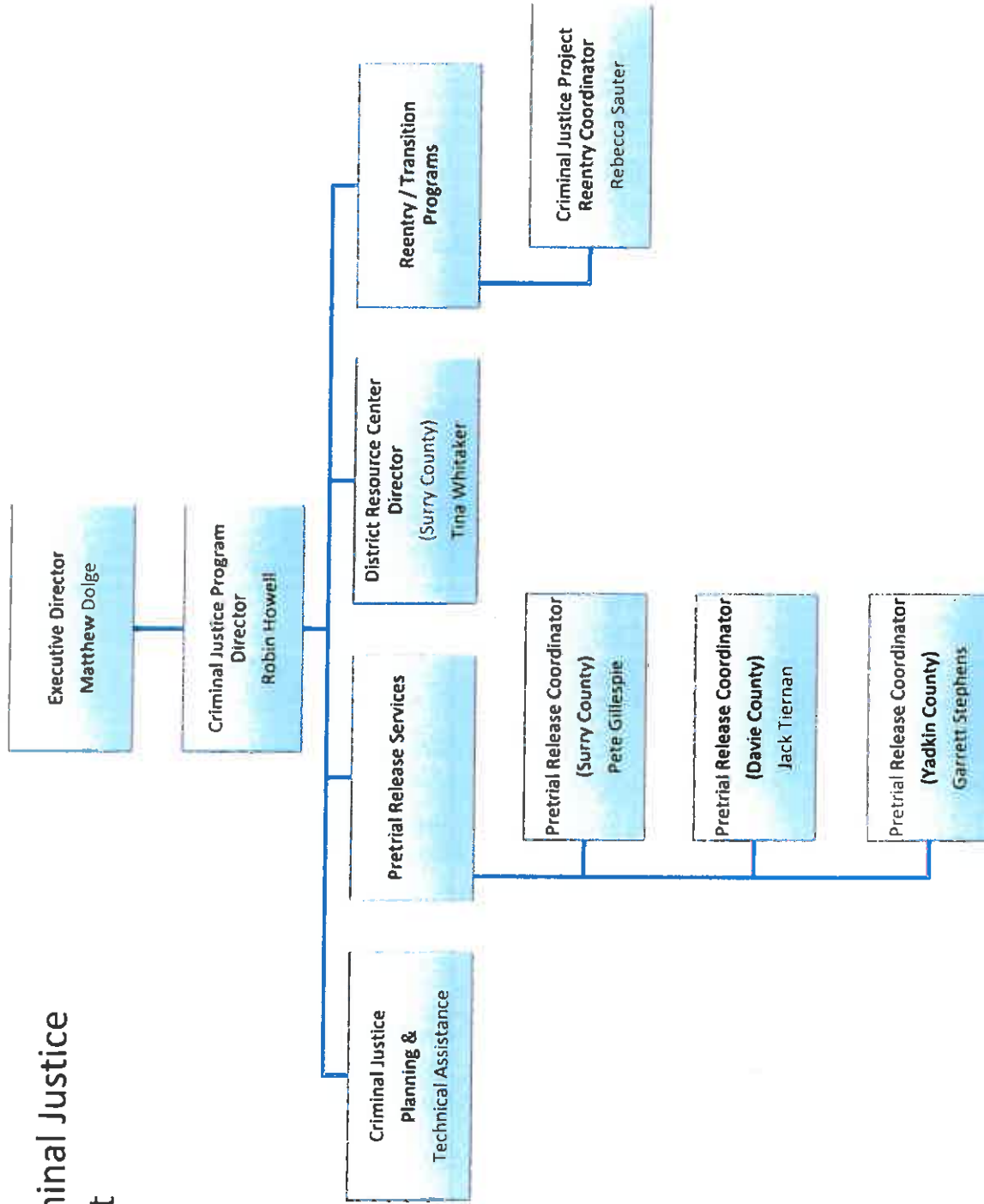


**PTRC - Regional Planning
Department**
July 1, 2011

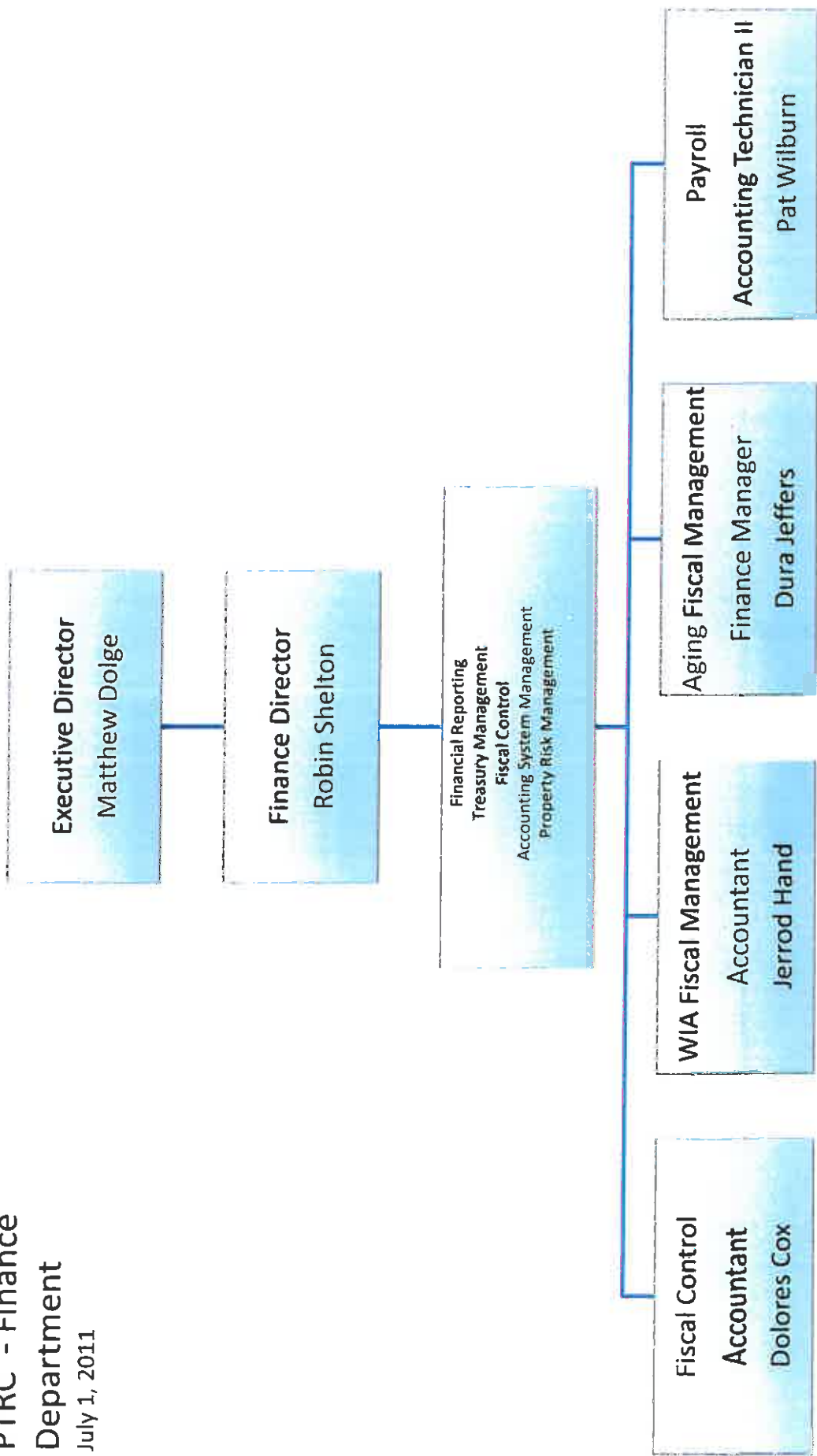


PTRC - Criminal Justice Department

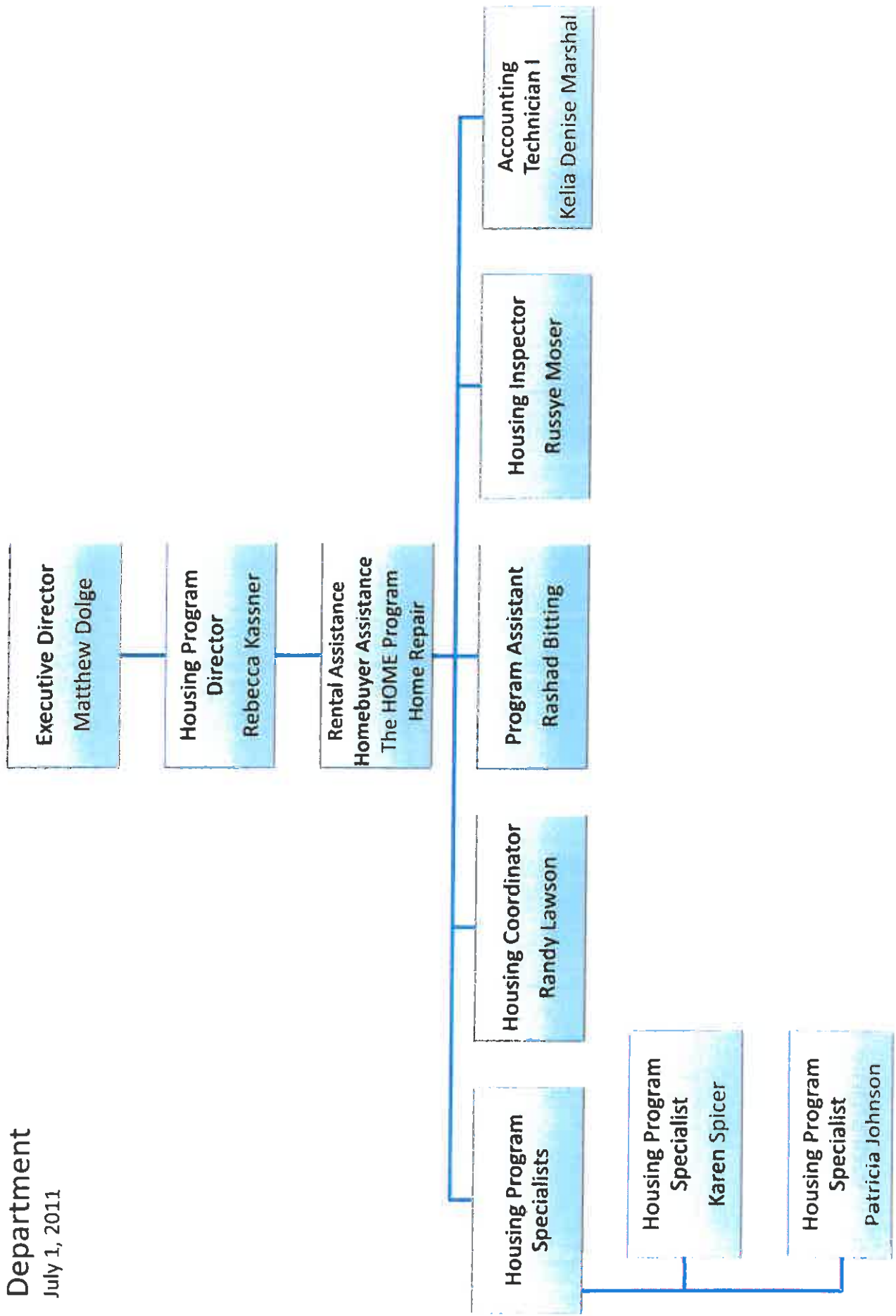
July 1, 2011



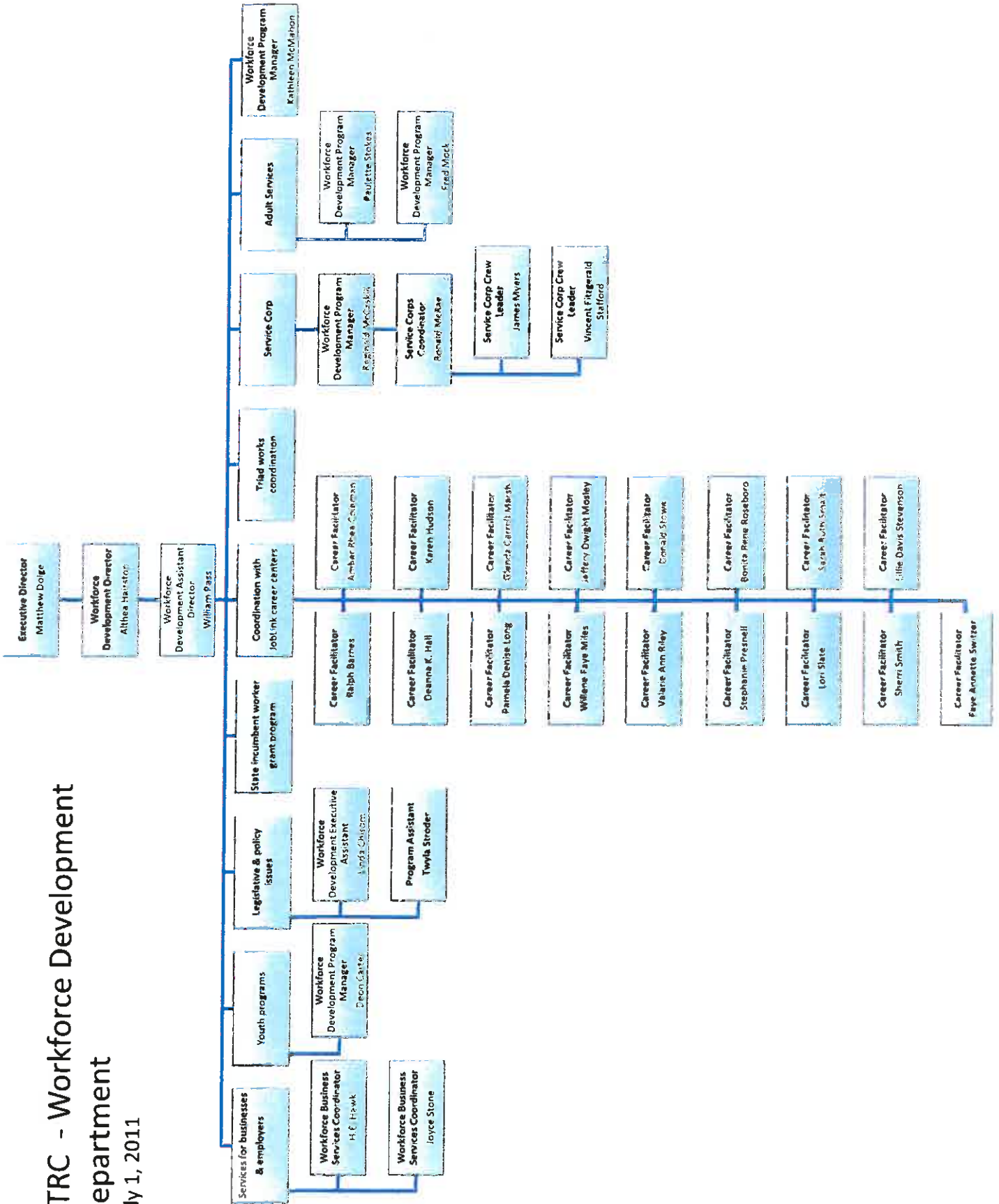
**PTRC - Finance
Department
July 1, 2011**



**PTRC - Housing
Department**
July 1, 2011

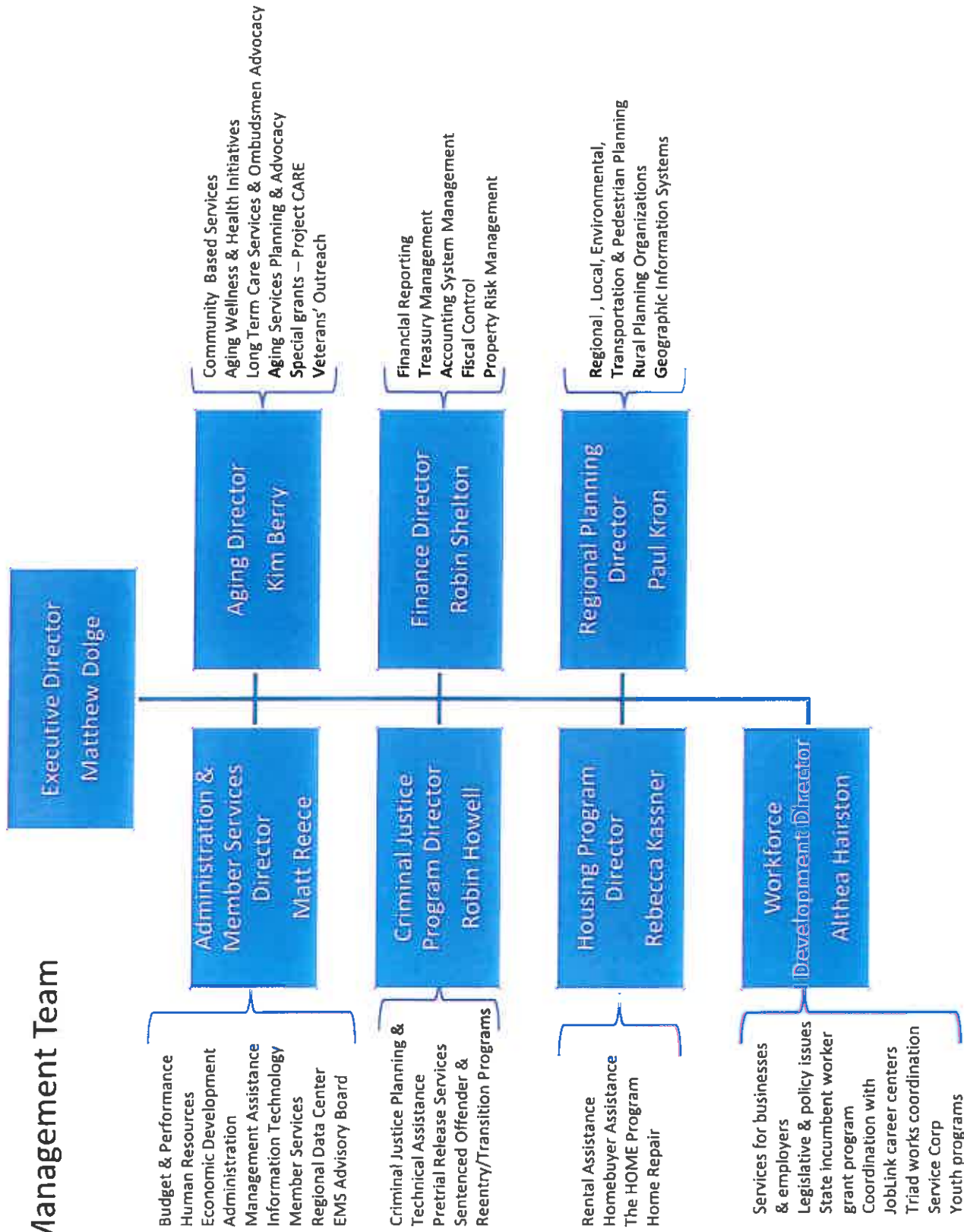


PTRC - Workforce Development Department July 1, 2011



PTRC - Management Team

July 1, 2011



M-E-M-O-R-A-N-D-U-M

TO: PTRC Board of Delegates

FROM: Matthew Dolge

RE: Salary and Benefits Proposal

DATE: July 1, 2011

ITEM #: 7

Provided for your consideration is a summary of the recommendations presented to the Interim Executive Committee at its May 3, 2011 meeting. This is a final recommendation based on the work product of Randy Billings, our human resources consultant. It consists of three items;

- First is the pay and classification plan denoting all of the positions to be funded in the PTRC and their pay grade
- Second is a summary of benefits offered by the organization
- Third is my recommendation for implementation of the pay plan and salary implications for the 2011/12 budget year

My recommendation for the fiscal year 2011/12 budget year is as follows;

1. No cost of living increase will be included in the budget as presented
2. A 1.5% increase in the organizations salaries for this year will be used to fund one half of the implementation of the pay and classification plan. Full implementation will require 2.99%. I request the authority to fully fund any change of \$500 or less, and fund half of the increase for other impacted employees who meet the qualifications of their positions under the new plan.
3. I also request that merit pay be budgeted at a level not to exceed 3%. This will be a onetime payment that does not increase an employee's base salary and does not increase the organizations long term liability.

The Executive Committee unanimously approved the salary and benefits proposal as presented and recommends an affirmative vote by the PTRC Board of Delegates.

**Position Classification and Pay Plan
For the Piedmont Triad Regional Council
FY 2012**

Salary Grade (Annual salary based on 2,080 hours)

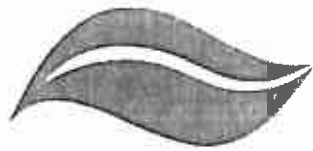
	<u>Minimum</u>	<u>Mid-Point</u>	<u>Maximum</u>	<u>Class Title</u>
9	15,080	N/A	31,200	General staff / Temporary Employee / Intern
10	24,485	31,831	39,176	Receptionist
11	25,709	33,422	41,135	(Reserved for Future Use)
12	26,995	35,093	43,192	Office Assistant
13	28,344	36,848	45,351	(Reserved for Future Use)
14	29,762	38,690	47,619	Program Assistant
15	31,250	40,625	50,000	Accounting Technician I Aging MIS Specialist Volunteer Coordinator
16	32,812	42,656	52,500	Service Corp Crew Leader RSVP Coordinator
17	34,453	44,789	55,125	Accounting Technician II Executive Assistant Workforce Development Executive Assistant
18	36,175	47,028	57,881	Career Facilitator Housing Inspector Housing Program Specialist
19	37,984	49,380	60,775	District Resource Center Director Service Corps Coordinator
20	39,883	51,849	63,814	Aging Program Planner Family Caregiver Support Specialist GIS Planner Housing Coordinator Long-Term Care Ombudsman Pretrial Release Coordinator Regional Planner I Workforce Business Services Coordinator

Salary Grade (Annual salary based on 2,080 hours)

	<u>Minimum</u>	<u>Mid-Point</u>	<u>Maximum</u>	<u>Class Title</u>
21	41,878	54,441	67,004	Accountant Network Specialist Stormwater Education & Outreach Coordinator
22	43,972	57,163	70,354	Criminal Justice Project Reentry Coordinator Regional Planner II Senior GIS Planner Senior Long-Term Care Ombudsman
23	46,170	60,021	73,872	(Reserved for Future Use)
24	48,479	63,022	77,566	Aging Community Based Programs Manager Long-Term Care Program Manager Special Projects Manager
25	50,903	66,173	81,444	Economic Development Program Administrator GIS Manager Information & Data Services Manager Senior Regional Planner Workforce Development Program Manager Workforce Development Projects Manager
26	53,448	69,482	85,516	(Reserved for Future Use)
27	56,120	72,956	89,792	Area Agency on Aging Assistant Director Finance Manager IT Manager Regional Planning Programs Manager Water Resources Manager Workforce Development Assistant Director
28	58,926	76,604	94,282	(Reserved for Future Use)
29	61,872	80,434	98,996	Criminal Justice Program Director Housing Program Director
30	64,966	84,456	103,946	(Reserved for Future Use)

Salary Grade (Annual salary based on 2,080 hours)

	<u>Minimum</u>	<u>Mid-Point</u>	<u>Maximum</u>	<u>Class Title</u>
31	68,214	88,679	109,143	Administration and Member Services Director Area Agency on Aging Director Finance Director Regional Planning Director Workforce Development Director
32	71,625	93,113	114,600	(Reserved for Future Use)
33	75,206	97,768	120,330	Assistant Director



PIEDMONT TRIAD REGIONAL COUNCIL

Benefit Summary

<u>Holidays</u>	<u>Days Off</u>
New Years Day	1
Martin Luther King's Birthday	1
Good Friday	1
Memorial Day	1
Independence Day	1
Labor Day	1
Veteran's Day	1
Thanksgiving	2
Christmas	2/3

<u>Vacation Accrual</u>	<u>days/year</u>
< 2 Years of Service	12
2 to 4	13
5 to 9	16
10 to 14	19
15 to 19	22
20 <	25

Sick Leave Accrual 12 days/year

Deferred Compensation Contribution 2.50%

<u>Longevity Compensation</u>	<u>Percentage</u>
< 5 Years of Service	0.00%
5 to 9	2.00%
10 to 14	2.75%
15 to 19	3.50%
20 <	4.50%

Benefit Summary Continued

Life Insurance

\$30,000

Health Insurance

A comprehensive medical program will be offered with the PTRC paying 100% of employee costs and allowing dependants to be covered at employee expense. The primary carrier is Blue Cross Blue Shield of North Carolina with an H.R.A. component to provide an effective out of pocket cost of \$250 per covered individual. A prescription drug card and vision plan is included. Dental benefits will be provided at no cost to employees and will also be available to dependants at the employee's expense. Our primary dental insurer is Municipal Insurance Trust of North Carolina. Our program year begins on February 1 and ends on January 31. An employee healthcare advocacy program is also provided through Patient Ways. All insurance programs will be re-evaluated after the first six months of operation.

Cafeteria Plan

PTRC will use Pro Benefits to administer a pre-tax program for items allowed under the federal tax code. All contributions will be the responsibility of the employee.

Retirement System

The PTRC will continue to enroll all employees in the North Carolina Local Government Employees Retirement System. This is a participatory system which provides retirement income and an additional death benefit of \$1,500.

2011/12 Salary and Merit Proposal

Cost of Living	0.0%
Pay Plan Implementation	1.5%
Merit (not to exceed)	3.0%

M-E-M-O-R-A-N-D-U-M

TO: PTRC Board of Delegates

FROM: Robin Shelton

RE: Proposed Depository

DATE: July 1, 2011

ITEM #: 8

The staff of the finance department makes the recommendation that the Executive Committee approve Southern Community Bank as the official depository of the Piedmont Triad Regional Council. Southern Community can adequately service both offices, provides courier service, and has expressed a willingness to be flexible in meeting the requirements of the transition. The Executive Committee unanimously approved the depository as presented and recommends an affirmative vote by the PTRC Board of Delegates.

M-E-M-O-R-A-N-D-U-M

TO: PTRC Board of Delegates

FROM: Matthew Dolge

RE: Proposed Signatories

DATE: July 1, 2011

ITEM #: 9

Signatories for the Piedmont Triad Regional Council (PTRC) and the closeout of the Northwest Piedmont Council of Governments (NWPCOG) and Piedmont Triad Council of Governments (PTCOG) must be determined. The PTRC and NWPCOG use automated signatures and can allow the same signatories. Staff recommends that co-chairs Larry Beck and Dillard Burnette be signatories with Matthew Dolge, Interim Executive Director. The PTCOG hand signs checks. Staff recommends that current signatories Matt Reece and Dura Jeffers continue in that role until closeout of the 2010 – 2011 fiscal year. The Executive Committee unanimously approved the signatories as presented and recommends an affirmative vote by the PTRC Board of Delegates.

M-E-M-O-R-A-N-D-U-M

TO: PTRC Board of Delegates

FROM: Robin Shelton

RE: Budget

DATE: July 1, 2011

ITEM #: 10

The budget message, along with full supporting documentation is provided for your review. This includes a projection of revenue for the coming fiscal year and a corresponding plan of expenditures. The Indirect Cost and Fringe Benefit Plan is also provided for your consideration. The Executive Committee unanimously approved the proposed budget and Indirect Cost and Fringe Benefit Plan as presented and recommends an affirmative vote by the PTRC Board of Delegates.



PIEDMONT TRIAD REGIONAL COUNCIL

MATTHEW DOLGE
INTERIM DIRECTOR

June 15, 2011

Piedmont Triad Regional Council
Executive Committee and
Board of Delegates

Dear Executive Committee and Delegates:

You have put in many hours of work, and exhibited great cooperation over the past year as you considered the merger of the two triad Councils of Governments into one entity. This step has required vision, commitment, and a little faith. The budget for the new region will be one of the guiding documents that lead this organization through its formative year. With respect to your efforts, it is an honor to convey the first budget of the Piedmont Triad Regional Council to you for your consideration.

The budget of the Piedmont Triad Regional Council consists of five distinct sections. The first is a projection of expected revenues. The second is the salary portion of the document, which consists of the pay and classification system. The third and fourth sections are the fringe benefit plan, which charges the cost of the package of benefits offered by the organization as a percentage of salary, and the indirect cost allocation plan, which allocates common administrative costs across programs. The last section is the total budget which includes pass through funds for services and operational expenses. Sections two through five combine to equal the revenue projected in the first section to provide a balanced budget.

The revenue projections for fiscal year 2011 – 2012 are a combination of historical information, current known budgetary decisions by state and federal funding sources, and known contracts. Ms. Robin Shelton and the finance staff have used all available information to project a revenue stream of \$26,025,274 for the Piedmont Triad Regional Council for its first year of operation. This figure includes the hold harmless agreement with the North Carolina Division of Aging for the first year of operation under the new alignment. It also reflects a slight decrease in Workforce Investment Act funding based on projected reductions in federal dollars, and a slight reduction in the state portion of Criminal Justice programs. Planning revenue received a boost from the federal Sustainable Communities Grant awarded to the region. A large portion of total revenue in our three major programs, Aging, Workforce, and Housing, pass through to participants and service providers for the direct benefit of the citizens of the region.

The expenditure portion of the budget is broken down in the four previously described sections and across six major program areas. These major programs by size are the Area Agency on Aging, Workforce Development, Housing, Planning, Criminal Justice, and Other. Each program budget consists of staff salaries, fringe benefit costs, indirect cost allocation, and general operational costs.

Staff salaries are the largest single expenditure category in the budget. The Piedmont Triad Regional Council begins operation with 89 staff distributed as represented in the organizational chart. Salaries are allocated based on the pay and classification system devised by Randy Billings. No cost of living increase is included in the budget, though 1.5% is included for the implementation of the pay and classification system. Any salary change of less than \$500 is implemented this year. In addition, 1/2 of all increases between \$500 and \$2000 are included. No increase of over \$2000 for any one employee is included in the implementation of the pay and classification system in the first year. Authorization for a one time merit payment of up to 3% is included in the salary calculations.

The fringe benefit rate of 30.5% is multiplied by salaries to provide a total cost for all fringe benefits provided to the staff by the regional council. The major cost driver in this category is health insurance. The Piedmont Triad Regional Council pays 100% of staff premiums for healthcare coverage which includes major medical, dental, and vision plans. Employees may access coverage for dependents at their own expense. Other items in the fringe benefit rate are included in the fringe benefit schedule.

The indirect rate of 40% is charged against salaries and fringe benefits. The Piedmont Triad Regional Council charges an indirect rate for general administrative cost rather than directly charging each item. This is the same as an overhead in the private sector. Indirect cost allocation is a mechanism which cuts down on administrative work. Indirect cost allocation plans must conform to Internal Revenue tax codes to be valid. The Department of Housing and Urban Development (HUD) will be our cognizant agency and will certify our indirect cost allocation plan. Approval by HUD allows the plan to be used for any federal program. Finally, the remainder of the expenditures are for operational expenses and pass through to programs. Of the total budget, \$16.5 million flows directly to customers, while an additional \$2 million is used for direct staff services to citizens of the region.

The finance staff has worked diligently to provide this document for your consideration. The circumstances under which they have worked – a short time frame and constantly changing and evolving information - has been trying. I would like to personally acknowledge the long hours they have worked. The dedication of your staff is admirable. It is with humble regard that I commit this work product for your consideration. Thank you for your consideration.

Sincerely,



Matthew L. Dolge
Interim Executive Director

PIEDMONT TRIAD REGIONAL COUNCIL
TOTAL BUDGET (FUNDS 001, 002 & 003)

7/1/11 to 6/30/12

6/20/2011

EXPENDITURES

Salaries	3,667,215
Participant Salaries	456,190
Fringe Benefits (30.5%)	1,118,504
Participant FB	34,899
Operating Expenses	4,954,421
Participant Costs	567,997
Indirect Cost (40%)	1,150,641
Housing Asst Payments	3,635,570
Subcontracts	10,366,337
Capital Equipment	73,500

TOTAL EXPENDITURES:	26,025,274
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REVENUES

Federal	19,468,100
State	4,536,894
Appropriated Fund Balance	117,276
Dues	524,428
Interest	14,000
Local Project Fees and Local Grants	1,364,576

TOTAL REVENUES:	26,025,274
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Difference	0
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PIEDMONT TRIAD REGIONAL COUNCIL
7/1/11 to 6/30/12
Fund 001

	ARC 302(a) ARC 302(a)		STATE	AGING A.A. ADM		AGING	OMIBUDS		AGING		ELDER ABUSE 90/10
	12/31/2011	12/31/2012	FUNDS	MIPPA II	CDSMP	P & A	432 & 433	HCCBG	435		
EXPENSES	411	412	420	421	428	431	430	433	435		
Direct Salaries	45,010	22,686	5,400		1,333	128,986	24,861	55,305		5,543	
Participant Salaries											
Fringe Benefits (30.5%)	13,728	6,919	1,647	0	407	39,341	7,583	16,868	0	1,691	
Participant FICA	661	-	134	21,295	10,734	32,563	-	11,999			
Operating Expense											
Participant Costs	23,495	11,842	2,819	-	696	67,331	12,978	28,869		2,894	
Indirect Costs (40%)											
Housing Asst Payments											
Subcontracts											
Capital Equipment									3,641,503		
TOTAL EXPENSES	82,894	41,447	10,000	21,295	13,170	268,221	45,422	125,041	3,641,503	10,128	
REVENUE											
FEDERAL OR FED PASS THRO	41,447		10,000	21,295	13,170	212,190	45,422	112,537	3,641,503	9,115	
STATE											
APPROPRIATED FUND BAL											
COG DUES	41,447	41,447				56,031		12,504		1,013	
INTEREST											
LOCAL PROJECT FUND FEES											
TRANSFER - ADULT & DW											
TOTAL REVENUES	82,894	41,447	10,000	21,295	13,170	268,221	45,422	125,041	3,641,503	10,128	
				#####							
			AGING	105,961							
				135,932							

PIEDMONT TRIAD REGIONAL COUNCIL
 7/1/11 to 6/30/12
 Fund 001

EXPENSES	III-D 90/10 439,440,441	Legal Svs 442	SR CENTEAREGIVEI GEN PURP SUPPORT 443	449	HCCBG			ARC TA		SECTION 8 VOUCHER FEE RESV 482
					COMM REC 455	FORSYTH RSVP 457	STOKES RSVP 458	WATER 10/11 - 9/12 471	VOUCHER 481	
Direct Salaries	19,218			53,011						213,788
Participant Salaries										
Fringe Benefits (30.5%)	5,861		0	16,168		0				65,205
Participant FICA										
Operating Expense	4,020	13,730		29,042						104,805
Participant Costs										
Indirect Costs (40%)	10,032			27,672						111,597
Housing Asst Payments										3,635,570
Subcontracts			106,124	141,500						
Capital Equipment										20,000
TOTAL EXPENSES	39,131	13,730	106,124	267,393						4,130,965
REVENUE										
FEDERAL OR FED PASS THRO STATE	39,131	13,730	106,124	266,393						4,126,965
APPROPRIATED FUND BAL										
COG DUES										22,225
INTEREST										
LOCAL PROJECT FUND FEES				1,000						4,000
TRANSFER - ADULT & DW										
TOTAL REVENUES	39,131	13,730	106,124	267,393						4,130,965
										22,225

PIEDMONT TRIAD REGIONAL COUNCIL

7/1/11 to 6/30/12

Fund 001

	NEW CONSTRUCTION RESERVE		ARC TA HOUSE		ARC TECH	HOME	SURRY CCSR	MED JERRY, YADKING	ROCK	RURAL	GREEN ENER
	497	512	521	531	538	603	608	644	650	654	
EXPENSES											
Direct Salaries	-	-	-	86,000	-	-	-	-	44,324	-	-
Participant Salaries	0	0	0	26,230	0	0	0	0	13,519	0	0
Fringe Benefits (30.5%)	16,864	-	-	7,878	-	-	81,711	-	16,811	10,400	-
Participant FICA	0	0	0	44,892	0	0	0	0	23,137	-	-
Operating Expense											
Participant Costs							20,750		10,000		
Indirect Costs (40%)							3,500				
Housing Asst Payments											
Subcontracts											
Capital Equipment											
TOTAL EXPENSES	36,864	-	-	165,000	-	-	105,961	-	107,791	10,400	-
REVENUE											
FEDERAL OR FED PASS THRO				165,000			105,961				10,400
STATE									86,233		
APPROPRIATED FUND BAL	36,864										
COG DUES									20,615		
INTEREST											
LOCAL PROJECT FUND FEES										943	
TRANSFER - ADULT & DW											
TOTAL REVENUES	36,864	-	-	165,000	-	-	105,961	-	107,791	10,400	-
								Planning	148,191		

PIEDMONT TRIAD REGIONAL COUNCIL

7/1/11 to 6/30/12

Fund 001

	GCC RE-ENTRY-700	DOC RE-ENTRY-701	WFD INSTWS RE-ENTRY-703	CDB RE-ENTRY-705	CITY OF RE-ENTRY-708	HIRE-ENTRY; SAFE NEIGIMPLEMEN 709	YADKIN 711	YADKIN BJA 713	DAVIE TRANSPPRE-TRIAL 723	DAVIE 726
EXPENSES										
Direct Salaries	34,542	10,000	-	10,000	5,304	32,100	622			20,400
Participant Salaries										
Fringe Benefits (30.5%)	10,535	3,050		3,050	1,618	9,791	190	0	0	6,222
Participant FICA										
Operating Expense	41,324	25,999	-	1,400	527	22,653	21,263	4,273		32,297
Participant Costs										
Indirect Costs (40%)	19,914	1,583	-	-	2,551		325	-		
Housing Asst Payments										
Subcontracts										
Capital Equipment										
TOTAL EXPENSES	106,315	40,632	-	14,450	10,000	64,544	22,400	4,273	-	58,919
REVENUE										
FEDERAL OR FED PASS THRO	106,315	40,632	-	14,450	10,000	64,544	22,400	4,273		58,919
STATE										
APPROPRIATED FUND BAL										
COG DUES										
INTEREST										
LOCAL PROJECT FUND FEES										
TRANSFER - ADULT & DW										
TOTAL REVENUES	106,315	40,632	-	14,450	10,000	64,544	22,400	4,273	-	58,919

PIEDMONT TRIAD REGIONAL COUNCIL

7/1/11 to 6/30/12

Fund 001

	WIA ADMIN 3100	WIA NCENTIVE 3539	WIA REG COL 3572	WIA MIS 3579	WIA BUS SER 3580	WIA JLINK CCE REG 3581	WIA COLABDF AFFIL 3582	WIA 3583	WIA 3584
EXPENSES									
Direct Salaries	258,171			12,725	7,423		53,878		
Participant Salaries									
Fringe Benefits (30.5%)	78,742	0	0	3,882	2,264	0	16,433	0	0
Participant FICA									
Operating Expense	56,400	-	-	99	-	-	-	4,175	2,150
Participant Costs									
Indirect Costs (40%)	140,468	-	-	-	-	-	-	-	-
Housing Asst Payments									
Subcontracts									
Capital Equipment									
TOTAL EXPENSES	533,781	-	-	16,706	9,687	-	70,311	4,175	2,150
REVENUE									
FEDERAL OR FED PASS THRO STATE	533,781	-	-	16,706	9,687	-	9,686	4,175	2,150
APPROPRIATED FUND BAL									
COG DUES									
INTEREST									
LOCAL PROJECT FUND FEES							60,625		
TRANSFER - ADULT & DW									
TOTAL REVENUES	533,781	-	-	16,706	9,687	-	70,311	4,175	2,150

PIEDMONT TRIAD REGIONAL COUNCIL
 7/1/11 to 6/30/12
 Fund 001

	WIA CAP BLD 3585	WIA YOUTH SP 3586	WIA IW CK TECHNO 3684	WIA IW HIGHLAND 3685	WIA IW AMERICAN TEC 3690	WIA OJT 3700	WIA IW EMA MGE 3701	WIA IW GERSOL RAN 3702
EXPENSES								
Direct Salaries								
Participant Salaries								
Fringe Benefits (30.5%)	0	0	0	0	0	0	0	0
Participant FICA								
Operating Expense	2,605	30,225	15,435	25,200	3,824	100,000	22,194	17,703
Participant Costs								
Indirect Costs (40%)	-	-	-	-	-	-	-	-
Housing Asst Payments								
Subcontracts								
Capital Equipment								
TOTAL EXPENSES	2,605	30,225	15,435	25,200	3,824	100,000	22,194	17,703
REVENUE								
FEDERAL OR FED PASS THRO	2,605	30,225	15,435	25,200	3,824	100,000	22,194	17,703
STATE								
APPROPRIATED FUND BAL								
COG DUES								
INTEREST								
LOCAL PROJECT FUND FEES								
TRANSFER - ADULT & DW								
TOTAL REVENUES	2,605	30,225	15,435	25,200	3,824	100,000	22,194	17,703

PIEDMONT TRIAD REGIONAL COUNCIL

7/1/11 to 6/30/12

Fund 001

	WIA IW TIGER TECH 3703	PTCOG HCCBG	PTCOG Legal Services	PTCOG P&A	PTCOG Ombudsman	PTCOG Title VII Elder Abuse	PTCOG AAA Admin Cost	PTCOG Title III-D
EXPENSES								
Direct Salaries				175,203	215,660	9,000	22,000	16,000
Participant Salaries								
Fringe Benefits (30.5%)	0	0	0	53,437	65,776	2,745	6,710	4,880
Participant FICA								
Operating Expense	23,100	-	68,905	111,665	20,511	2,635	5,229	52,642
Participant Costs								
Indirect Costs (40%)	-	0	0	91,456	112,574	4,698	11,484	8,352
Housing Asst Payments								
Subcontracts		5,878,460						
Capital Equipment								
TOTAL EXPENSES	23,100	5,878,460	68,905	431,761	414,521	19,078	45,423	81,874
REVENUE								
FEDERAL OR FED PASS THRO	23,100	2,683,913	65,077	317,128	276,051	16,216		69,593
STATE		3,194,547	3,828	24,438	97,018	954	45,423	4,094
APPROPRIATED FUND BAL								8,187
COG DUES				90,195	41,452	1,908		
INTEREST								
LOCAL PROJECT FUND FEES								
TRANSFER - ADULT & DW								
TOTAL REVENUES	23,100	5,878,460	68,905	431,761	414,521	19,078	45,423	81,874
		P-Aging	7,752,312					
		P-Planning	727,288					

PIEDMONT TRIAD REGIONAL COUNCIL
7/1/11 to 6/30/12
Fund 001

	PTCOG Title III E FCSP	PTCOG Sr Center GP	PTCOG ARRA CDSMP	PTCOG ARRA CDSMP 2	PTCOG MIPPA	PTCOG MIPPA II	PTCOG CARE	PTCOG NC Dept St Econ Dev
EXPENSES								
Direct Salaries	60,778		8,000		11,568	20,432	35,688	12,000
Participant Salaries								
Fringe Benefits (30.5%)	18,537	0	2,440	0	3,528	6,232	10,885	3,660
Participant FICA								
Operating Expense	362,467	171,433	2,298	22,490	1	4,278	-	994
Participant Costs								
Indirect Costs (40%)	31,726	0	4,176	0	6,038	10,666	18,629	6,264
Housing Asst Payments								
Subcontracts								
Capital Equipment								
TOTAL EXPENSES	473,508	171,433	16,914	22,490	21,135	41,608	65,202	22,918
REVENUE								
FEDERAL OR FED PASS THRO	443,914		16,914	22,490	21,135	41,608	56,065	22,918
STATE	29,594	171,433						
APPROPRIATED FUND BAL								
COG DUES							9,137	
INTEREST								
LOCAL PROJECT FUND FEES								
TRANSFER - ADULT & DW								
TOTAL REVENUES	473,508	171,433	16,914	22,490	21,135	41,608	65,202	22,918

PIEDMONT TRIAD REGIONAL COUNCIL
7/1/11 to 6/30/12
Fund 001

	PTCOG Cleanwater Dan/Smith	PTCOG RPO	PTCOG DOT Bike Plan	PTCOG LTA's all 002	PTCOG PART-HUD OSHC	PTCOG NC Dept Env & Nat Res	PTCOG 205j Water Quality	PTCOG DENR
EXPENSES								
Direct Salaries	32,950	40,435	26,967		69,065	3,590	11,650	
Participant Salaries								
Fringe Benefits (30.5%)	10,050	12,333	8,225	0	21,065	1,095	3,553	0
Participant FICA								
Operating Expense	63,978	56,906		-	235,818	3,441	6,858	
Participant Costs								
Indirect Costs (40%)	17,200	21,107	14,077	0	36,052	1,874	6,081	0
Housing Asst Payments								
Subcontracts								
Capital Equipment								
TOTAL EXPENSES	124,178	130,781	49,269	-	362,000	10,000	28,142	-
REVENUE								
FEDERAL OR FED PASS THRO								
STATE	106,978	104,625	48,000	-	362,000	10,000	28,142	
APPROPRIATED FUND BAL								
grant will not pay indirect								
COG DUES	17,200	26,156	1,269					
INTEREST								
LOCAL PROJECT FUND FEES								
TRANSFER - ADULT & DW								
TOTAL REVENUES	124,178	130,781	49,269	-	362,000	10,000	28,142	-

PIEDMONT TRIAD REGIONAL COUNCIL
 7/1/11 to 6/30/12
 Fund 001

	PTCOG		TOTAL	
	INDIRECT	400	INDIRECT	FUND 001
EXPENSES				
Direct Salaries		477,746		3,688,808
Participant Salaries			432,190	
Fringe Benefits (30.5%)		145,713		1,125,089
Participant FICA			33,063	
Operating Expense		527,182		4,740,428
Participant Costs			567,997	
Indirect Costs (40%)		(957,914)		(192,727) should be (002) amt
Housing Asst Payments			3,635,570	
Subcontracts			10,366,337	
Capital Equipment			43,500	
TOTAL EXPENSES		192,727		24,632,982
REVENUE				
FEDERAL OR FED PASS THRO				
STATE			19,468,100	
APPROPRIATED FUND BAL			4,374,597	
COG DUES			67,276	
INTEREST			392,214	
LOCAL PROJECT FUND FEES			4,000	
TRANSFER - ADULT & DW			134,068	
TOTAL REVENUES			24,440,255	
		#####	(192,727)	
		(from fund 002)		

PIEDMONT TRIAD REGIONAL COUNCIL

7/1/11 to 6/30/12

Funds 002 and 003

	MIS		EMS		EMERGENCY		SAFETY		NHCAC		NHCAC		NHCAC		NHCAC		NHCAC	
	438	450	453	454	462	542	550	551	552	554	555	556	557	558	559	560	561	562
EXPENSES																		
Direct Salaries	-	-	-	-	67,721	3,300	-	-	-	-	-	-	-	-	-	-	-	-
Participant Salaries	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Fringe Benefits (30.5%)	0	0	0	0	20,655	1,007	0	0	0	0	0	0	0	0	0	0	0	0
Participant FICA	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Operating Expense	6,000	1,000	4,000	3,000	11,274	1,970	1,000	1,000	1,000	500	1,000	1,000	1,000	500	1,000	1,000	1,000	1,000
Participant Costs	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Indirect Costs (40%)	-	-	-	-	35,350	1,723	-	-	-	-	-	-	-	-	-	-	-	-
Housing Asst Payments	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Subcontracts	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Capital Equipment	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL EXPENSES	6,000	1,000	4,000	3,000	135,000	8,000	1,000	1,000	1,000	500	1,000	1,000	1,000	500	1,000	1,000	1,000	1,000
REVENUE																		
FEDERAL OR FED PASS THROUGH																		
STATE																		
APPROPRIATED FUND BAL																		
COG DUES																		
INTEREST																		
LOCAL PROJECT FUND FEES	6,000	1,000	4,000	3,000	135,000	8,000	1,000	1,000	1,000	500	1,000	1,000	1,000	500	1,000	1,000	1,000	1,000
TRANSFER - ADULT & DW	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUES	6,000	1,000	4,000	3,000	135,000	8,000	1,000	1,000	1,000	500	1,000	1,000	1,000	500	1,000	1,000	1,000	1,000
Other		203,240																

PIEDMONT TRIAD FUNDAMENTAL COUNCIL
 7/1/11 to 6/30/12
 Funds 002 and 003

	YADKIN 570	NWNC 590	AGING CLUB 601	STOKES SONAL C. 602	FAN PROG 613	AGING RESERVE 614	OMBUDS CONF 616	CERT NA CONF 617	SPRING FLING 618	BURWELL AWARD 627	CAROLINA MUSIC WS FOUND 632
EXPENSES											
Direct Salaries											
Participant Salaries											
Fringe Benefits (30.5%)	0	0	0	0	0	0	0	0	0	0	0
Participant FICA											
Operating Expense	7,393	13,000	1,000	1,000	20,000	11,000	5,000	-	30,000	6,500	7,340
Participant Costs											
Indirect Costs (40%)	-	-	-	-	-	-	-	-	0	-	-
Housing Asst Payments											
Subcontracts											
Capital Equipment											
TOTAL EXPENSES	7,393	13,000	1,000	1,000	20,000	11,000	5,000	-	30,000	6,500	7,340
REVENUE											
FEDERAL OR FED PASS THROU											
STATE											
APPROPRIATED FUND BAL											
COG DUES											
INTEREST											
LOCAL PROJECT FUND FEES	7,393	13,000	1,000	1,000	20,000	11,000	5,000	-	30,000	6,500	7,340
TRANSFER - ADULT & DW											
TOTAL REVENUES	7,393	13,000	1,000	1,000	20,000	11,000	5,000	-	30,000	6,500	7,340

PIEDMONT TRIAD REGIONAL COUNCIL

7/1/11 to 6/30/12

Funds 002 and 003

	CAROLINA ARTS COU WS&FC 633	CAROLINA MUSIC RESERVE 634	GIS/RPO WATER LOCA PROJECT 649	WIRED FAIR 672	SURRY LOCAL PRETRIAL 699	CRIMINAL JUSTICE STOKES 702	WSF/KBR PROJECT RE-ENTRY 704	DAVIE PRETRIAL ADMIN 706	SURRY PRETRIAL ADMIN 707	YADKIN PRETRIAL ADMIN 710
EXPENSES										
Direct Salaries	-	-	-	-	38,500	5,000	-	10,000	10,000	10,000
Participant Salaries										
Fringe Benefits (30.5%)	0	0	0	0	11,743	1,525	0	3,050	3,050	3,050
Participant FICA										
Operating Expense	4,400	9,000	15,000	453	8,133	6,479	-	48,854	47,154	19,714
Participant Costs										
Indirect Costs (40%)	-	-	0	0	-	2,196	0	2,196	2,196	2,196
Housing Asst Payments										
Subcontracts										
Capital Equipment										
TOTAL EXPENSES	4,400	9,000	15,000	453	58,376	15,200	-	64,100	62,400	34,960
REVENUE										
FEDERAL OR FED PASS THRO STATE										
APPROPRIATED FUND BAL										
COG DUES										
INTEREST										
LOCAL PROJECT FUND FEES	4,400	9,000	15,000	453	58,376	15,200	-	64,100	62,400	34,960
TRANSFER - ADULT & DW										
TOTAL REVENUES	4,400	9,000	15,000	453	58,376	15,200	-	64,100	62,400	34,960

PIEDMONT TRIAL REGIONAL COUNCIL
 7/1/11 to 6/30/12
 Funds 002 and 003

	YADKIN PRETRIAL 714	DAVIE LOCAL 729	MISC SERVICES 736	EAP 737	DRUG TESTING 738	VACATION LEAVE 750	CITY OF WS SYEP 2993	UTILITIES 3903	GOLF TOURN 3908	YOUTH LEFT 3909	WACHOVIA DW 3912
EXPENSES											
Direct Salaries	10,771	19,500									
Participant Salaries								24,000			
Fringe Benefits (30.5%)	3,285	5,948	0	0	0	0	0	0	0	0	0
Participant FICA								1,836			
Operating Expense	14,447	9,337		3,000	10,000	10,000	190,000	24,164	40,000	2,350	5,000
Participant Costs											
Indirect Costs (40%)	0										
Housing Asst Payments											
Subcontracts											
Capital Equipment											
TOTAL EXPENSES	28,503	34,785		3,000	10,000	10,000	190,000	50,000	40,000	2,350	5,000
REVENUE											
FEDERAL OR FED PASS THROU											
STATE											
APPROPRIATED FUND BAL											
COG DUES											
INTEREST											
LOCAL PROJECT FUND FEES	28,503	34,785		3,000	10,000	10,000	190,000	50,000	40,000	2,350	5,000
TRANSFER - ADULT & DW											
TOTAL REVENUES	28,503	34,785		3,000	10,000	10,000	190,000	50,000	40,000	2,350	5,000

PIEDMONT TRIAD REGIONAL COUNCIL

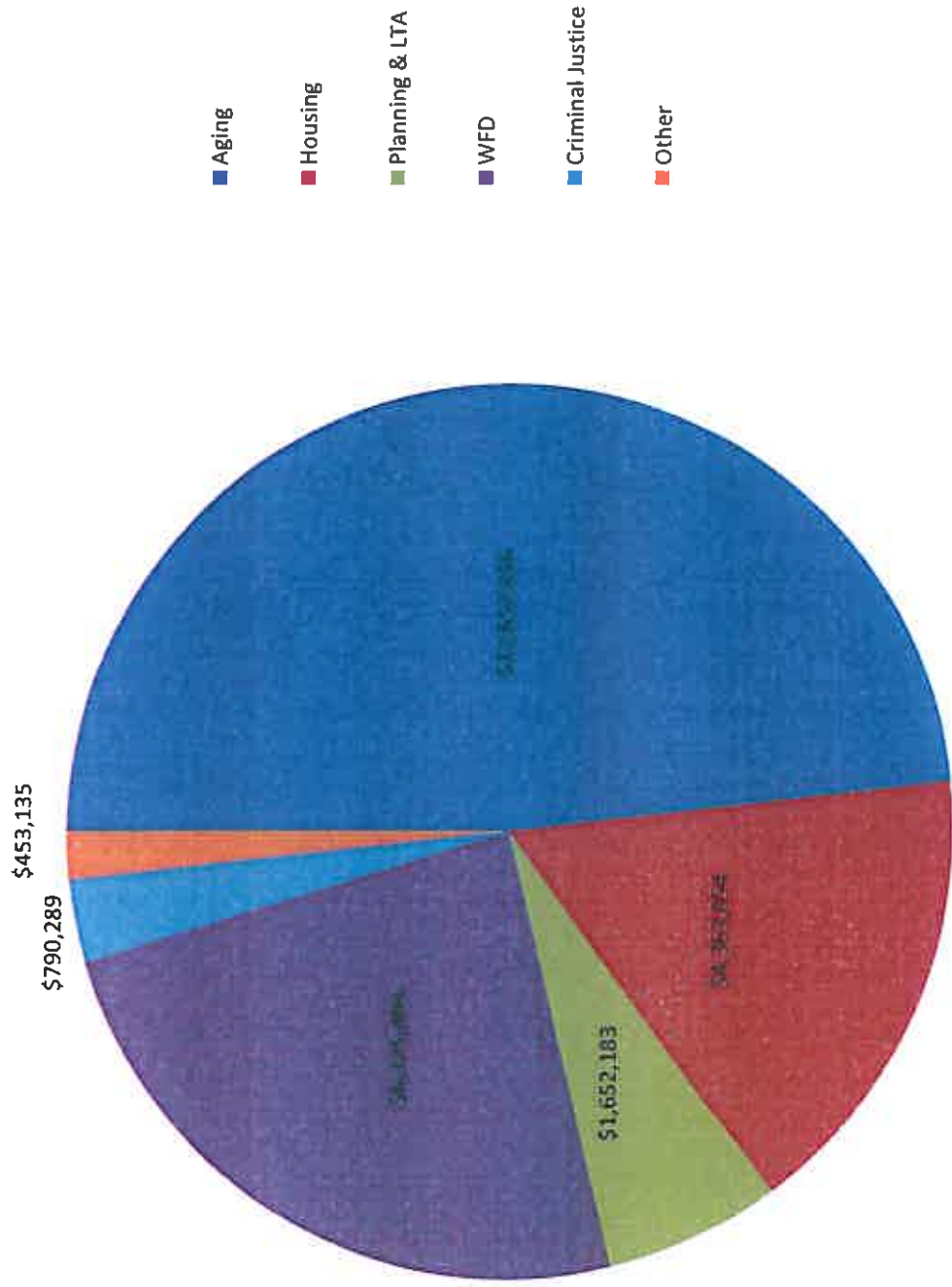
7/1/11 to 6/30/12

Funds 002 and 003

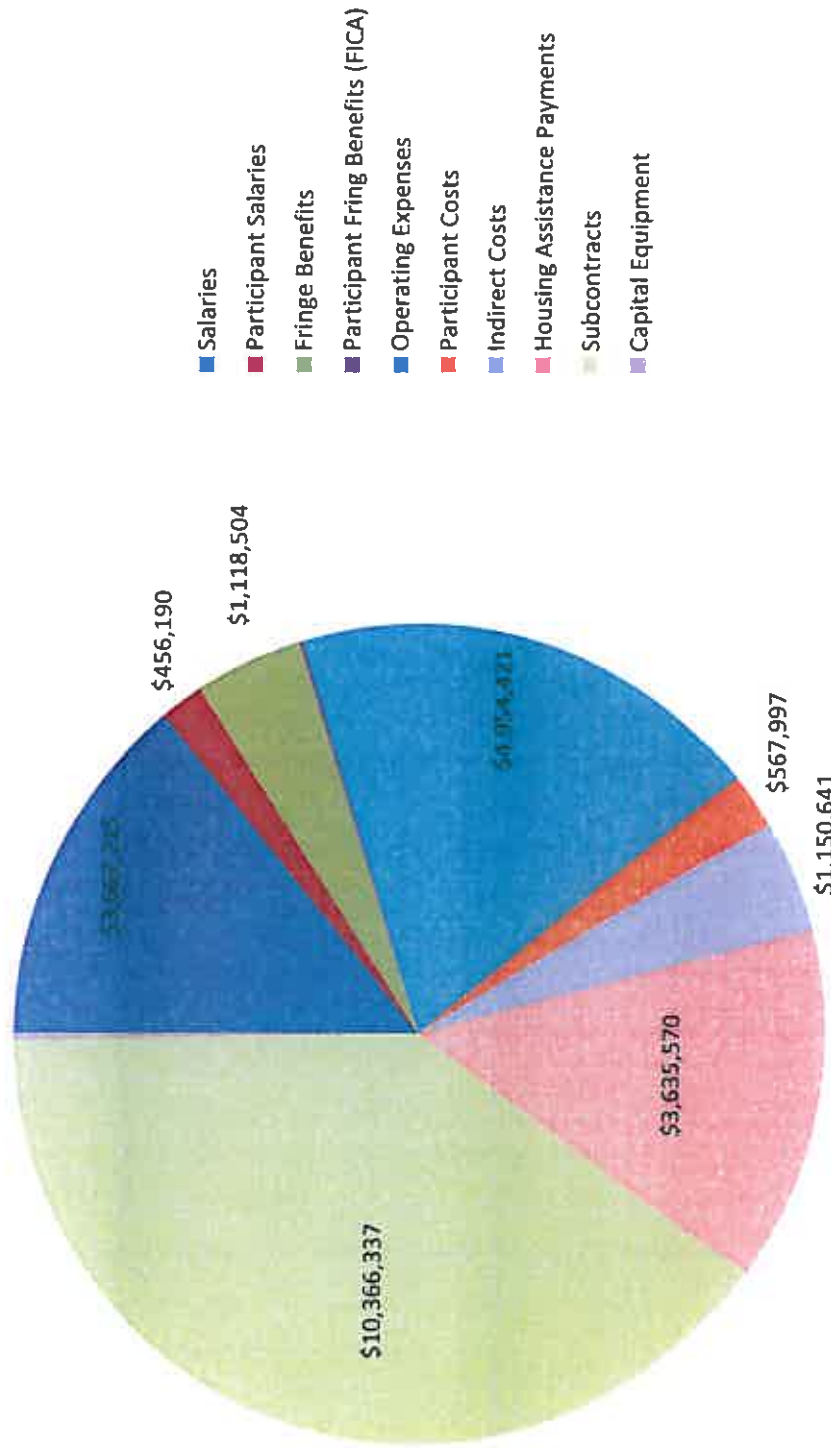
	SERV CORFORSYTH C GALA ART TRANS 3915	3916	PTCOG Duke P Fan	PTCOG Upper Cape Fear	PTCOG Stormwater SMART	PTCOG LTA's	PTCOG Local Plan	PTCOG	LOCAL EXPENDITURE 300
EXPENSES									
Direct Salaries				12,000	33,586	60,470	175,305		-
Participant Salaries									
Fringe Benefits (30.5%)	0	0		3,660	10,244	18,443	53,468		0
Participant FICA									
Operating Expense		10,000	34,500	676	12,718	51,819			30,000
Participant Costs									
Indirect Costs (40%)				6,264	17,532	31,565	91,509		0
Housing Asst Payments									
Subcontracts									
Capital Equipment									30,000
TOTAL EXPENSES	-	10,000	34,500	22,600	74,080	162,297	320,282	-	60,000
REVENUE									
FEDERAL OR FED PASS THROU									
STATE						162,297			
APPROPRIATED FUND BAL									
COG DUES							132,214		50,000
INTEREST									
LOCAL PROJECT FUND FEES		10,000	34,500	22,600	74,080		188,068		10,000
TRANSFER - ADULT & DW									
TOTAL REVENUES	-	10,000	34,500	22,600	74,080	162,297	320,282	-	60,000
							(0)		

	TOTAL BUDGET FUND 002 & 003
EXPENSES	
Direct Salaries	456,153
Participant Salaries	24,000
Fringe Benefits (30.5%)	139,128
Participant FICA	1,836
Operating Expense	741,175
Participant Costs	-
Indirect Costs (40%)	192,727
Housing Asst Payments	-
Subcontracts	-
Capital Equipment	30,000
TOTAL EXPENSES	1,585,019
REVENUE	
FEDERAL OR FED PASS THRO	-
STATE	162,297
APPROPRIATED FUND BAL	50,000
COG DUES	132,214
INTEREST	10,000
LOCAL PROJECT FUND FEES	1,230,508
TRANSFER - ADULT & DW	-
TOTAL REVENUES	1,585,019
	(0)

**Piedmont Triad Regional Council
Projected Revenues
FY 2011-2012**



**Piedmont Triad Regional Council
Projected Expenses
FY 2011-2012**



M-E-M-O-R-A-N-D-U-M

TO: PTRC Board of Delegates

FROM: Matthew Dolge

RE: Minutes of Executive Committee Meetings

DATE: July 1, 2011

ITEM #: 1

Minutes from the April 13, May 3, and May 31, 2011 Executive Committee Meetings are attached for your review.

NORTHWEST PIEDMONT COUNCIL

OF GOVERNMENTS

INDIRECT COST AND FRINGE BENEFIT PLAN

PROVISIONAL RATE METHOD

BASE METHOD: SALARIES PLUS FRINGE

JULY 1, 2011 - JUNE 30, 2012

CERTIFICATION BY THE NORTHWEST PIEDMONT
COUNCIL OF GOVERNMENTS

INDIRECT COST PROPOSAL

I hereby certify as the responsible official of the Northwest Piedmont Council of Governments that the information contained in this indirect cost proposal for the fiscal year ending June 30, 2011, is correct and was prepared in accordance with the policies and procedures contained in the OMB Circular A-87. I further certify these procedures were utilized:

- (a) to prevent cost from being allocated to Federal Programs as indirect costs that have already been treated as direct program costs; and
- (b) to ensure that consistent treatment was accorded similar costs, for all programs in the Agency, regardless of source of funds; and
- (c) to ensure that cost have not been treated as indirect costs of Federal Programs inconsistent with statutory restrictions governing those programs.

Matthew L. Dolge
Executive Director

Robin C. Shelton
Finance Director

NORTHWEST PIEDMONT COUNCIL OF GOVERNMENTS

Indirect Costs to be Allocated

Cost Allocation Plan for Fiscal Year 2011 – 2012

SALARIES

PERSONNEL AS LISTED WILL BE CHARGED TO THE INDIRECT COST POOL.

FRINGE BENEFITS

FRINGE BENEFITS WILL BE CHARGED TO ALL PROJECTS AND THE INDIRECT COST POOL ON A PRE-DETERMINED FRINGE BENEFIT RATE.

RETIREMENT

RETIREMENT EXPENSES WILL BE CHARGED TO ALL PROJECTS AND THE INDIRECT COST POOL ON A PRE-DETERMINED RATE SET BY N. C. LOCAL GOVERNMENT EMPLOYEES' RETIREMENT SYSTEM BASED ON ACTUAL COST.

TEMPORARY PERSONNEL

TEMPORARY PERSONNEL EXPENSE WILL BE CHARGED TO THE INDIRECT COST POOL. TEMPORARY PERSONNEL EXPENSE FOR SPECIFIC PROGRAMS WILL BE CHARGED DIRECTLY TO THE PROGRAM.

PROFESSIONAL SERVICES

SINGLE AUDIT FEES WILL BE CHARGED TO THE INDIRECT COST POOL. OTHER PROFESSIONAL SERVICES EXPENSE WILL BE CHARGED TO THE INDIRECT COST POOL (ATTORNEY, LRO LIASON, ETC.)

TELEPHONE & POSTAGE

ALL TELEPHONE, POSTAGE AND MISCELLANEOUS COMMUNICATION CHARGES ARE TO BE CHARGED TO THE INDIRECT COST POOL. TELEPHONE AND POSTAGE FOR SPECIFIC PROGRAMS WILL BE CHARGED TO THE PROGRAM.

TRAVEL & PARKING

TRAVEL WILL BE CHARGED DIRECTLY TO ALL PROJECTS AND THE INDIRECT COST POOL BASED ON ACTUAL COST. (THE TRAVEL LINE ITEM IN THE INDIRECT COST PLAN APPLIES ONLY TO THOSE EMPLOYEES LISTED IN THE INDIRECT COST PLAN.) PARKING EXPENSE FOR BOARD MEMBERS AND OTHER VISITORS WILL BE CHARGED TO THE INDIRECT COST POOL.

EQUIPMENT MAINTENANCE-REPAIR

ALL EQUIPMENT MAINTENANCE AND REPAIR COST WILL BE CHARGED TO THE INDIRECT COST POOL. MAINTENANCE AND REPAIR COSTS FOR SPECIFIC PROGRAMS WILL BE CHARGED DIRECTLY TO THE PROGRAM.

RENT OF SPACE

ALL RENT AND OTHER OCCUPANCY FOR COMMON AREAS ARE TO BE CHARGED TO THE INDIRECT COST POOL. RENT FOR SPECIFIC PROGRAMS WILL BE CHARGED DIRECTLY TO THE PROGRAM BASED ON THE SQUARE FOOTAGE RATE MULTIPLIED BY THE SQUARE FOOTAGE OCCUPIED.

NORTHWEST PIEDMONT COUNCIL OF GOVERNMENTS

Indirect Costs to be Allocated

Cost Allocation Plan for Fiscal Year 2011 - 2012

PAGE 2

EQUIPMENT RENTAL

ALL RENTED EQUIPMENT USED WILL BE CHARGED TO THE INDIRECT COST POOL. RENTAL EQUIPMENT USED FOR SPECIFIC PROGRAMS WILL BE CHARGED DIRECTLY TO THE PROGRAM.

ADVERTISING

ALL ADVERTISING EXPENSES ARE TO BE CHARGED TO THE INDIRECT COST POOL. ADVERTISING EXPENSES FOR SPECIFIC PROGRAMS WILL BE CHARGED DIRECTLY TO THE PROGRAM.

SUPPLIES

ALL OFFICE AND GENERAL USE SUPPLIES ARE TO BE CHARGED TO THE INDIRECT COST POOL. SPECIAL SUPPLIES FOR SPECIFIC PROGRAMS WILL BE CHARGED DIRECTLY TO THE PROGRAM.

PRINTING COSTS

ALL PRINTING COSTS ARE TO BE CHARGED TO THE INDIRECT COST POOL. SPECIAL PRINTING COSTS FOR SPECIFIC PROGRAMS WILL BE CHARGED DIRECTLY TO THE PROGRAM.

COMPUTER SERVICES

ALL COMPUTER SERVICES SUCH AS PAYROLL PROCESSING EXPENSES WILL BE CHARGED TO THE INDIRECT COST POOL. PAYROLL PROCESSING CHARGES FOR SPECIFIC PROGRAMS WILL BE CHARGED DIRECTLY TO THE PROGRAM.

TRASH DISPOSAL

ALL TRASH DISPOSAL EXPENSES WILL BE CHARGED TO THE INDIRECT COST POOL. SPECIAL TRASH DISPOSAL EXPENSES FOR SPECIFIC PROGRAMS WILL BE CHARGED TO THE PROGRAM.

DUES, SUBSCRIPTIONS & MISCELLANEOUS

ALL DUES, SUBSCRIPTIONS AND MISCELLANEOUS COSTS WILL BE CHARGED TO THE INDIRECT COST POOL.

BONDING, FIRE INSURANCE & PUBLIC EMPLOYEE LIABILITY

ALL BONDING, FIRE INSURANCE AND PUBLIC EMPLOYEE LIABILITY INSURANCE WILL BE CHARGED TO THE INDIRECT COST POOL.

NORTHWEST PIEDMONT COUNCIL OF GOVERNMENTS
 Calculation of Fringe Benefits Rate
 Fiscal Year 2011-2012

Total Salaries	4,138,891		
Salaries over SS Max	(15,244)		
Cafeteria Plan Deductions	(60,835)		
Plus Employee Compensation	<u>43,163</u>		
Social Security 6.2%	4,105,975	6.20%	254,570
Medicare 1.45%	4,121,219	1.45%	59,758
Group Health, Life and Dental Insurance			449,402
Worker's Compensation Insurance			25,000
Employee Healthcare Advocacy			4,212
Employment - Direct Pay			1,500
Employee Assistance Plan			2,000
Employee Wellness			5,250
Accrued Vacation Leave			20,500
Employer Contribution to Retirement System	4,115,951	6.98%	287,293
Employer Contribution to 401K	4,115,951	2.50%	102,899
Health Reimbursement Arrangement			50,000
Total Fringe Benefits			1,262,384
Fringe Benefits Rate:	<u>Total Fringe Benefits</u>	<u>1,262,384</u>	
	Total Salaries	4,138,891	30.50%

NORTHWEST PIEDMONT COUNCIL OF GOVERNMENTS
 Calculation of Indirect Cost Rate
 Fiscal Year 2011-2012

Executive Director	70,838
Director of Management Services	36,324
Finance Director	64,913
Information Technology Manager	46,389
Information Technology Manager	23,349
Accounting Manager	39,462
Accountant	22,768
Accountant	21,567
Accounting Technician - Part Time	7,454
Executive Assistant	50,878
Office Secretary	57,804
Part-Time Secretary	34,798
Receptionist	28,207
 TOTAL SALARIES	 504,751

Fringe Benefits	(see Indirect TB)	30.75%	155,211
Professional Services			80,342
Temporary Personnel			9,384
Postage			35,936
Telephone			27,410
Travel & Parking			22,750
Equipment Maintenance and Repair			38,186
Rent for Office Space (Common Areas)			189,116
Equipment Rental			30,480
Attorney's Fees			10,000
Advertising			-
Office Supplies			33,005
Printing Costs			-
Computer Services & Payroll Processing			47,617
Trash Disposal			325
Dues, Subscriptions, Memberships, Misc.			15,673
Bonding, Fire Insurance & Public Officials Liability Insurance			5,000
 TOTAL INDIRECT COST			 1,205,185

Indirect Cost Rate:	Total Indirect Costs	1,205,185	40.00%
	<u>Total Direct Salaries & Fringe</u>	<u>3,012,756</u>	

start with JRC ID sheet

	Salaries	Fringe Benefits	Total
Total Direct Salaries & Fringe Benefits	3,634,140	1,117,498	4,751,638
Minus Salaries for Positions at Satellite Offices	(1,329,929)	(408,953)	(1,738,882)
	<u>2,304,211</u>	<u>708,545</u>	<u>3,012,756</u>

* Yadkin, Surry, Davie, Rockingham and Forsyth WDP positions are not housed in NWPCOG offices.
 Davie, Surry and Yadkin Pre-Trial positions are not housed in NWPCOG offices.
 Stokes RSVP Recruiter is not housed in NWPCOG offices / Service Corp is direct charged

NORTHWEST PIEDMONT COUNCIL OF GOVERNMENTS
SATELLITE OFFICES
Calculation of Indirect Cost Rate
Fiscal Year 2011-2012

Budgeted Bonding, Fire, and Public Officials Liability Insurance	\$ 5,000
Divided by: Total Budgeted Salaries	\$ 4,138,891
Multiplied by Salaries at Satellite Offices	<u>\$ 1,329,929</u>
Indirect Cost for Satellite Offices	\$ 1,607

M-E-M-O-R-A-N-D-U-M

TO: PTRC Board of Delegates

FROM: Marc Allred

RE: RPO Disbursement & Accounting Document

DATE: July 1, 2011

ITEM #: 11

Presented for your consideration is the disbursement and accounting document for Northwest Piedmont Rural Planning Organization (RPO). This document needs the lead planning agency, (LPA) changed from Northwest Piedmont COG to Piedmont Triad Regional Council to allow for reimbursements from the North Carolina Division of Transportation. An affirmative vote by the PTRC Board of Delegates is recommended.

**DISBURSEMENT AND ACCOUNTING
OF
RURAL TRANSPORTATION PLANNING FUNDS
FOR THE
NORTHWEST PIEDMONT RURAL TRANSPORTATION PLANNING
ORGANIZATION**

THIS AGREEMENT is made and entered into this the 1st day of July, 2011 between the DEPARTMENT OF TRANSPORTATION, an Agency of the State of North Carolina, hereinafter referred to as the Department, and the Piedmont Triad Regional Council.

W I T N E S S E T H:

WHEREAS, Section 136-211 of the North Carolina General Statutes authorizes the Department to form Rural Transportation Planning Organizations (hereinafter referred to as RPOs); and

WHEREAS, the counties of Davie, Stokes, Surry and Yadkin, and the participating municipalities therein, have formed an RPO by means of a Memorandum of Understanding dated June 21st, 2011; and

WHEREAS, Section 136-213 of the North Carolina General Statutes authorizes the Department to make grants to RPOs for professional planning staff; and

WHEREAS, the Piedmont Triad Regional Council has been designated by the RPO and the Department as the Lead Planning Agency (LPA) for the RPO to be the administrative entity and to coordinate transportation planning in the RPO area, and to be the recipient of its share of the planning staff funds as determined by the policy approved by the Secretary of Transportation.

NOW, THEREFORE, in consideration of the promises and benefits accruing to the Department and the LPA as the result of performing these planning services, it is agreed as follows:

Section 1. Scope and Purpose of Work

The LPA shall perform the work identified in the Planning Work Program prepared by the LPA each fiscal year and approved by the Transportation Advisory Committee of the Northwest Piedmont RPO and the Department.

Section 2. Work Procedure Requirements

- a. The Department will allocate to the LPA its share of the RPO planning staff funds in accordance with the policy approved by the Secretary of Transportation.
- b. The LPA's share of the RPO planning staff funds must be matched on an 80-20 basis (80% State, 20% RPO members). The allowability of direct salary cost, payroll additive cost, and travel and transportation cost shall be in conformance with North Carolina Administrative Code Title 19A, Subchapter 5B, Section .0301.
- c. The LPA will utilize its share of the RPO planning staff funds and required matching funds to provide for professional staff to carry out solely the provisions of Article 17 of GS 136 and related planning requirements.

- d. The LPA's share of the RPO planning staff funds will be provided quarterly on a reimbursable basis upon submission of a quarterly progress report and a quarterly invoice. The total amount of funds to be provided for a fiscal year will be in accordance with the amount specified in the approved Planning Work Program and commensurate with annual RPO allocations and shall be based on a formula approved by the Secretary of Transportation.
- e. Quarterly progress reports and invoices will be submitted by the LPA to the Transportation Planning Branch, North Carolina Department of Transportation, in triplicate at the end of each FY quarter. The quarterly progress report should include an overall general evaluation of work accomplished on work elements in the Planning Work Program in narrative form and by estimated percentage of the work completed. The invoice should include a statement and certification by the Director of Finance of the LPA certifying the expenses.
- f. The LPA shall bear all cost of any work found not to be in compliance and the cost of any work not approved by the Department of Transportation.
- g. The LPA shall save harmless the Department or other agencies of government from all claims and liability due to its negligence.
- h. The Department shall be permitted to review and inspect study activities as necessary.
- i. Failure on the part of the LPA to comply with any of these provisions will be grounds for the Department to terminate participation in the costs of the Agreement.
- j. The LPA may not subcontract any work to be performed pursuant to this Agreement.

Section 3. Period of Performance

This Agreement will become effective on this the 1st day of July, 2011 and will remain in effect until revised or until the RPO planning staff funds are no longer available or until such time as the Agreement is terminated by the parties hereto. The Agreement may be terminated by either party by giving 30 days written notice to the other party prior to the date of termination.

Section 4. Accounting Records

- a. The LPA will be responsible for establishment and maintenance of an accounting system for its planning work as set out in this Agreement.
- b. The LPA shall keep records in such a manner as to show the nature of each cost making up the total cost. All direct costs incurred applicable to work under this Agreement must be supported by documents such as time sheets, travel logs, receipts, invoices, or other suitable evidence. The accounting procedures that are established for planning work set out in this Agreement must be in accordance with generally accepted accounting principles and are subject to review and approval by the Department.
- c. In accordance with North Carolina General Statute 159-34, the LPA shall arrange for independent financial and compliance audits of its fiscal operations. The audit is to determine (1) financial operations are conducted properly, (2) financial statements are presented fairly, (3) the LPA has complied with laws and regulations affecting the expenditure of RPO planning staff funds, (4) internal procedures have been established to meet the objectives of federally assisted programs, and (5) financial reports to the Department contain accurate and reliable

information. Such audits will be made annually. One copy of the independent audit report is to be submitted to the External Audit Branch, North Carolina Department of Transportation.

- d. The LPA shall maintain all books, documents, papers, accounting records and other evidence pertaining to cost incurred for a period of not less than three (3) years from date of final payment. Such records will be available for inspection and audit by the Department.

Section 5. Compliance with Equal Opportunity Provisions

1. Selection of Labor

During the performance of this Agreement, the LPA will not discriminate against labor from any other state, possession or territory of the United States.

2. Employment Practices

During the performance of this Agreement, the LPA agrees to comply with all applicable provisions of 49 CFR Part 21, 23 CFR Part 200 and Part 230, and the Civil Rights Act of 1964 as amended, and agrees as follows:

- a. The LPA will not discriminate against any employee or applicant for employment because of race, creed, color or national origin. The LPA will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, creed, color or national origin. Such action shall include, but not be limited to the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoffs, or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The LPA agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the State setting forth the provisions of this nondiscrimination clause.
- b. The LPA will, in all solicitations or advertisements for employees placed by or on behalf of the LPA, state that all qualified applicants will receive consideration for employment without regard to race, creed, color or national origin.
- c. The LPA will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided by the State, advising the labor union or workers' representatives of the LPA's commitments under this Attachment and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- d. The LPA will comply with all provisions of Executive Order No. 11246, as amended by Executive Order 11375 and other Orders, and as supplemented in Department of Labor regulations (41 CFR Chapter 60).
- e. The LPA will furnish all information and reports required by executive order No. 11246 as amended by Executive Order 11375 and other Orders, and as supplemented in Department of Labor regulations (41 CFR Chapter 60), and will permit access to its books, records, and accounts by the Secretary of Labor for purposes of investigations to ascertain compliance with such rules, regulations and orders.

- f. In the event of the LPA's noncompliance with the nondiscrimination clauses of this Agreement or with any of such rules, regulations, or orders, this Agreement may be cancelled, terminated, or suspended in whole or in part and the LPA may be declared ineligible for further Government contracts or Federally-assisted construction Agreements in accordance with procedures authorized in Executive Order No. 11246 as amended by Executive Order 11375 and other Orders, and as supplemented in Department of Labor regulations (41 CFR Chapter 60) and such other sanctions may be imposed and remedies invoked as provided in the aforementioned Executive Order and regulations or as otherwise provided by law.
- g. The LPA will include the provisions of this paragraph 2 in every purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to Section 204 of the Executive Order No. 11246, so that such provisions will be binding upon each vendor.

3. Procurement of Materials and Leasing of Equipment

During the performance of this Agreement, the LPA, for itself, its assignees, and successors in interest (herein referred to as the "LPA") agrees as follows:

- a. Compliance with Regulations: The LPA will comply with the Regulations of the Department of Transportation relative to nondiscrimination in Federally assisted programs of the Department of Transportation (Title 49, Code of Federal Regulations, Part 21 and 23 CFR Part 200 and Part 230, hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this Agreement.
- b. Nondiscrimination: The LPA with regard to the work performed by them after award and prior to completion of the Agreement work, will not discriminate on the grounds of race, color, or national origin, in the procurement of material and leases of equipment. The LPA will not participate either directly or indirectly in the discrimination prohibited by 49 CFR Section 21.5 of the Regulations, including employment practices when the Agreement covers a program set forth in Appendix B of 49 CFR Part 21.
- c. Solicitations: In all solicitations either by competitive bidding or negotiations made by the LPA for procurement of material or leases of equipment, each potential supplier or lessor shall be notified by the LPA of the LPA's obligations under this Agreement and the Regulations relative to nondiscrimination on the grounds of race, color, or national origin.
- d. Information and Reports: The LPA will provide all information and reports required by the Regulations, or orders and instructions issued pursuant thereto, and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the State to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of the LPA is in the exclusive possession of another who fails or refuses to furnish this information, the LPA will so certify to the State as appropriate, and shall set forth what efforts it has made to obtain the information.
- e. Sanctions for Noncompliance: In the event of the LPA's noncompliance with the nondiscrimination provisions of this paragraph 3, the State shall impose such contract sanctions as it may determine to be appropriate, including, but not limited to:

- (1) withholding payments to the LPA under the Agreement until the LPA complies, and/or
 - (2) cancellation, termination or suspension of the Agreement in whole or in part.
- f. Incorporation of Provisions: The LPA will include the provisions of this paragraph 3 in every procurement of materials and leases of equipment, unless exempt by the Regulations, orders, or instructions issued pursuant thereto. The LPA will take such action with respect to any procurement or leases as the State may direct as a means of enforcing such provisions including sanctions for noncompliance; provided, however, that in the event the LPA may request the State to enter into such litigation to protect the interests of the state, and in addition, the LPA may request the United States to enter into such litigation to protect the interests of the United States.

IN WITNESS WHEREOF, this Agreement has been executed the day and year heretofore set out, in triplicate, on the part of the Department and of the LPA by authority duly given, as evidenced by the attached certified copy of resolution, ordinance, or charter provision, as the case may be.

(Seal)

Piedmont Triad Regional Council

By: _____
Executive Director

(Seal)

NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

By: _____
Highway Administrator

Approved As To Form of Execution

By: _____
Assistant Attorney General

M-E-M-O-R-A-N-D-U-M

TO: PTRC Board of Delegates

FROM: Kim Berry

RE: AAA Contracts

DATE: July 1, 2011

ITEM #: 12

Handouts will be distributed at the PTRC Board of Delegates meeting related to contracts for the Family Caregiver Support Program and the Home and Community Care Block Grant.

NOTES:

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